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ADVANCED ON-THE-JOB TRAINING SYSTEM:
USER'S HANDBOOK (SECTIONS 10-11)

Douglas Aircraft Company
A Division of McDonnell Douglas Corporation
2450 South Peoria
Aurora, Colorado 80014

TRAINING SYSTEMS DIVISION
Brooks Air Force Base, Texas 78235-5601

May 1990
Interim Technical Paper for Period August 1985 - December 1989

LABORATORY

AIR FORCE SYSTEMS COMMAND
BROOKS AIR FORCE BASE, TEXAS 78235-5601

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The Public Affairs Office has reviewed this paper, and it is releasable to the National Technical Information Service, where it will be available to the general public, including foreign nationals.

This paper has been reviewed and is approved for publication.

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The User's Handbook was developed in four volumes to serve as a guide to familiarize users with the Advanced On-the-Job Training System (AOTS). It is also a convenient reference on how the various training levels (trainee, supervisor, training manager, etc.) can use the AOTS functions to perform their on-the-job training (OJT) responsibilities. Volume I provides information on the types and the operation of equipment used by the system. Volume II contains information on accessing and reviewing data, as well as trainee and trainer/evaluator functions. Volume III explains OJT functions for supervisors and managers, and Volume IV defines notices and reports produced by the system to assist managers in evaluating training.

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USER'S HANDBOOK (SECTIONS 10-11)

Douglas Aircraft Company
A Division of McDonnell Douglas Corporation
2450 South Peoria
Aurora, Colorado 80014

TRAINING SYSTEMS DIVISION
Brooks Air Force Base, Texas 78235-5601

SUMMARY

The Advanced On-the-job Training System (AOTS) was an Air Staff-directed, AFHRL-developed prototype which designed, developed, and tested a proof-of-concept prototype AOTS within the operational environment of selected work centers at Bergstrom AFB, Texas, and Ellington ANGB, Texas, from August 1985 through 31 July 1989. The User's Handbook was developed in four volumes to serve as a guide to familiarize users with the AOTS. It is also a convenient reference on how the various training levels (trainee, supervisor, training manager, etc.) can use the AOTS functions to perform their on-the-job training (OJT) responsibilities. Volume III of this paper explains the OJT functions for supervisors and managers.

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PREFACE

This is the third of four volumes of the AOTS User's Handbook developed by Douglas Aircraft Company, the development contractor, under Government Contract F33615-C-84-0059. The AFHRL Work Unit number for the project is 2557-00-02. The primary office of responsibility for management of the contract is the Air Force Human Resources Laboratory, Training Systems Division, and the Air Force AOTS manager is Major Jack Blackhurst.

AOTS User's Handbook

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AOTS User's Handbook

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10 SUPERVISOR FUNCTIONS

This section is provided for the supervisor in AOTS.

10.1 Print an Airman Training Record

As a supervisor, you will probably print ATR data often. For each person you supervise, you should print the airman's entire ATR for an initial review of the data contained within the record. Once you begin to use the AOTS regularly, you will find times when you will want to print only portions of an ATR, for one or all the persons you supervise.

This section has been divided into two parts:

Part A   -   provides procedures for printing a single ATR (or portions of a single ATR);

Part B   -   provides procedures for printing portions of an ATR for every person listed on your AOTS Supervision List.

PART A - PRINTING AN ATR

```
SUP827.881     Advanced On-The-Job Training System (AOTS)      38 Nov 88
1.2                        Primary Access Menu


              1. Personal Training Information
              2. Training Management
              3. Master Task List (MTL) Interface
              4. Position Requirements

              q. Quit This Menu


                 Select Option:  2_




10-1-1
```

The screen at the left is an illustration of the AOTS Primary Access Menu. To access ATR data you must first select the training management option from this menu.

☞ **STEP 1:**　　　　**SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and press RETURN.

```
SUP827.886                Training Management               38 Nov 88
1.2


              1. Training Scheduler
              2. Airman Training Record (ATR) Manager
              3. Reporting Programs
              4. Qualification Assessment
              5. Off-Line Test Control
              6. Off-Line Test Scoring
              7. Access existing Event

              q. Quit This Menu


                 Select Option:  2_




10-1-2
```

As you can now see on the screen, ATR Manager is the second option. To access ATR data you must access the ATR Manager (editor).

☞ **STEP 2:**　　　　**SELECT THE AIRMAN TRAINING RECORD (ATR) MANAGER OPTION.** Enter 2 and press RETURN.

```
MGT832.886      Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.0                   Airman Training Record (ATR) Manager


              1. Display a Training Record
              2. Edit a Training Record
              3. Print Training Record
              4. Identify a new Duty Position

              q. Quit This Menu


                 Select Option:  3_




10-1-3
```

The menu you now see is the Main Menu for the ATR Manager. As you can see, one option listed on the menu pertains to printing.

STEP 3:   **SELECT THE PRINT TRAINING RECORD OPTION.** Enter 3 and press RETURN.

```
MGT832.886      Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.0                   Airman Training Record (ATR) Manager


              1. Display a Training Record
              2. Edit a Training Record
              3. Print Training Record
              4. Identify a new Duty Position

              q. Quit This Menu


                 Select Option:  3




  (I)dentify Airman From List, (E)nter Specific SSAN; (Q)uit ? I
10-1-4
```

You may print ATR data for only one person when accomplishing this function.

You may enter the SSAN of the person, or you may select the person from those persons listed on your AOTS Supervision List.

We normally do not memorize SSANs, therefore, how to select the person from a Supervision List is illustrated in Steps 4 and 5.

STEP 4:   **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter I (or i) and press RETURN.

```
MGT832.007              Training Record Manager        38 Nov 88
1.0                     Group Selection Screen

        SSAN           RANK                 NAME
        ____           ____                 ____
   1. 000000003        AMN          Acorn, Henrietta
   2. 000000001        SrA          Adams, Pat A.
   3. 000000002        SrA          Apple, John A.
   4. 000000005        Sgt          Baker, Jane C.
   5. 000000006        MSgt         Bradberry, Allen K.




   Use <cursor> keys, or {{Enter <field number>, <q> quit) & <return>)  2_

10-1-5
```

The screen at the left is an illustration of a Supervision List. Note that the names are in alphabetical order, to make it easier for you to find a specific person's name.

Once you review the list and identify the person you want to print ATR data for, proceed to Step 5.

STEP 5: **SELECT THE INDIVIDUAL FOR WHOM YOU ARE PRINTING ATR DATA.** Enter the field number corresponding to the person and press `RETURN`. (In the example, Data Field 2 was selected which corresponds to SrA Pat A. Adams.)

```
MGT832.001          Airman Training Record (ATR) Manager    38 Nov 88
1.0                           Print Menu


   1. Print All                              Do Not Print
   2. Print General Training Data            Do Not Print
   3. Print Training History                 Do Not Print
   4. Print Qualification Status             Do Not Print
   5. Print ITR                              Do Not Print
   6. Print Schedule                         Do Not Print
   7. Print Personnel Data                   Do Not Print

   8. Begin Printing                         No




                    Select Print Option

   Use <cursor> keys, or {{Enter <field number>, <q> quit) & <return>)  1

10-1-6
```

The screen you now see is the ATR Manager Print Menu.

You may print the person's entire ATR, or you may print one or more portions of the ATR.

Each selection you make on this print menu will act as a toggle.

o   If you select Option 1 (Print All), every "Do Not Print" value is changed to "Print."

o   If you select option 2 through 7, each selection will cause the corresponding "Do Not Print" to change to "Print." (Options 2 through 7 identify the separate portions of the ATR data which may be printed.)

o   If you incorrectly select an option, you may re-select the option, to toggle the "Print" back to "Do Not Print."

STEP 6:   **SELECT THE OPTION(S) CORRESPONDING TO THE PORTION(S) OF THE ATR YOU WANT TO PRINT.** Enter the number corresponding to the portion of the ATR data you want printed, then press ⌐RETURN⌐. If necessary, continue selecting options until all desired portions of the ATR reflect "Print." (In the example, printing the entire ATR is illustrated)

```
MGT832.061        Airman Training Record (ATR) Manager        30 Nov 88
1.0                          Print Menu


   1. Print All                                    Print
   2. Print General Training Data                  Print
   3. Print Training History                       Print
   4. Print Qualification Status                   Print
   5. Print ITR                                    Print
   6. Print Schedule                               Print
   7. Print Personnel Data                         Print

   8. Begin Printing                               No




                    Select Print Option

   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  8


10-1-7
```

To begin the printing process, you must select option 8. Your selection will cause the "No" value to change to "Yes."

STEP 7:   **SELECT THE BEGIN PRINTING OPTION.** Enter 8 and press ⌐RETURN⌐.

```
MGT832.881        Airman Training Record (ATR) Manager        38 Nov 88
1.8                          Print Menu


    1. Print All                                    Print
    2. Print General Training Data                  Print
    3. Print Training History                       Print
    4. Print Qualification Status                   Print
    5. Print ITR                                    Print
    6. Print Schedule                               Print
    7. Print Personnel Data                         Print

    8. Begin Printing                               Yes




                    Print request submitted with ID 78
                       Press <return> to continue... _

10-1-8
```

After a short pause, the prompt illustrated at the left will be presented on the screen.

STEP 8:   Press ⟨RETURN⟩, as prompted.

```
MGT832.886      Advanced On-The-Job Training System (AOTS)      38 Nov 88
1.8               Airman Training Record (ATR) Manager


            1. Display a Training Record
            2. Edit a Training Record
            3. Print Training Record
            4. Identify a new Duty Position

            q. Quit This Menu



            Select Option: Q_




10-1-9
```

You are returned to the Main Menu for the ATR Manager. Proceed to the last step, after you review the following information.

The printing of ATR data takes a few minutes. The printout will be generated at your ALPS printer at the AOTS workstation depending on your Printer ID at the time of print.

If you selected to print portions of an ATR, you can recognize each portion by reviewing the title of each page in the printout.

If you selected to print an entire ATR, you will receive 13 or more pages of data. When an entire ATR is printed, the data are printed in the following manner:

o   The Personnel Data are printed on the first page.

o   The General ITR data are printed on the 2nd page.

o   Training History data are printed next. Remember, training history data includes the tasks the person is certified to perform **and** the other training requirements the person has completed. The training history prints as follows:

- AFS tasks
- Ancillary courses
- Additional Duty courses
- Contingency tasks
- ECI/CDC courses
- PME courses
- Formal Training courses

o   Then, the person's Position Qualification Status listing is printed. This list reflects the tasks (and status of each task) the person is required to be certified on before he/she can become fully position qualified in his/her current duty position.

o   The person's ITR data are printed next. Remember, the ITR lists each task for which the person requires training and the other training requirements the person has not completed. ITR data prints as follows:

- AFS tasks
- Other Training Requirements
  -- Ancillary courses
  -- Additional Duty courses
  -- Contingency tasks
  -- ECI/CDC courses
  -- PME courses
  -- Formal Training courses

o   The last item to print is the person's current Training Schedule. The schedule does not separate task training from other training requirements. If task training is in progress, each task training/evaluation event that is "Assigned," "Scheduled," "Reassigned" or "Rescheduled," will be listed on the person's Training Schedule. If other training requirements are in progress, each event that is "Scheduled" will be listed on the Training Schedule.

- There are two important facts you need to know about a person's current Training Schedule:

  1. An event remains on the person's schedule until the event is marked complete or is cancelled.

  2. The Training Schedule reflects not only the training require-ments of the person, but also any task events for which he/she is designated as the trainer or evaluator.

LAST STEP

If you want to print another person's ATR data, repeat Steps 3 - 7.

If you do not want to print another ATR, QUIT each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

PART B - PRINT ATR DATA FOR ALL
PERSONS ON YOUR SUPERVISION LIST

The persons listed on your AOTS Supervision List are referred to as a "group." The AOTS accommodates the scheduling of training for one or more persons in your "group" at one time. The AOTS accommodates the printing of ATR data for all the members in your group, without having to specify each person.

The only ATR data you can print for a group are:

o   ITR data, and

o   Training Schedules.

When you print ATR data for the group, you get the data for every person listed on your Supervision List.

```
SUP827.001    Advanced On-The-Job Training System (AOTS)    30 Nov 88
1.2                    Primary Access Menu


        1. Personal Training Information
        2. Training Management
        3. Master Task List (MTL) Interface
        4. Position Requirements

        q. Quit This Menu


        Select Option:  2_




10-1-10
```

As with all other AOTS functions, you begin at the AOTS Primary Access Menu, as illustrated at the left.

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and press RETURN.

```
SUP027.006              Training Management              30 Nov 88
1.2


           1. Training Scheduler
           2. Airman Training Record (ATR) Manager
           3. Reporting Programs
           4. Qualification Assessment
           5. Off-Line Test Control
           6. Off-Line Test Scoring
           7. Access existing Event

           q. Quit This Menu



           Select Option:  1_




10-1-11
```

To access <u>group</u> data, you must now select the Training Scheduler option.

STEP 2:   **SELECT THE TRAINING SCHEDULER OPTION.** Enter 1 and press RETURN.

```
SUP027.006              Training Management              30 Nov 88
1.2


           1. Training Scheduler
           2. Airman Training Record (ATR) Manager
           3. Reporting Programs
           4. Qualification Assessment
           5. Off-Line Test Control
           6. Off-Line Test Scoring
           7. Access existing Event

           q. Quit This Menu


           Select Option:  1




Select Type of Training Mode :  (T)rainer, (S)upervisor, (Q)uit ? S
10-1-12
```

A prompt is added at the bottom of the screen, as illustrated at the left.

STEP 3:   **SELECT THE SUPERVISOR OPTION.** Enter S (or s) and press RETURN.

```
MCT838.881        Individual Training Requirements        6 Jan 89
1.5               Assignment Review and Generation


                  1. Update or Schedule Individual Training Requirement
                  2. Schedule Group Training Requirements
                  3. Training Event Review or Update
                  4. Add Personnel to Existing Event
                  5. Print Training Requirements for Group
                  6. Print Schedules for Group
                  7. Add Group Training Requirements

                  q. Quit This Menu


                  Select Option:  5




10-1-13
```

Options 5 and 6 on the menu you are now viewing pertain to the ATR data you may print for the group.

You may select only one option at a time. The procedures for both options are the same.

STEP 4:   **SELECT THE PRINT TRAINING REQUIREMENTS FOR GROUP OPTION** (enter 5 and press ⌷RETURN⌷), or select the print schedules for group option (enter 6 and press ⌷RETURN⌷). Option 5 is illustrated.

```
MCT838.881        Individual Training Requirements        6 Jan 89
1.5               Assignment Review and Generation


                  1. Update or Schedule Individual Training Requirement
                  2. Schedule Group Training Requirements
                  3. Training Event Review or Update
                  4. Add Personnel to Existing Event
                  5. Print Training Requirements for Group
                  6. Print Schedules for Group
                  7. Add Group Training Requirements

                  q. Quit This Menu


                  Select Option:  5



                  Print request submitted with ID 77
                     Press <return> to continue...

10-1-14
```

A print prompt then appears at the bottom of the screen, advising you the print is taking place.

STEP 5:   **PRESS ⌷RETURN⌷, AS PROMPTED.**

The printing of ATR data takes a few minutes to be processed. The data will print at the ALPS printer located in your primary workcenter depending on your Printer ID at the time of print.

LAST STEP

Repeat Steps 4 and 5 if you want to print more ATR data for your group (i.e., choose the option you didn't previously select at Step 4).

If you are finished printing data for your group, quit each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

10.2 Report or Revise Incorrect Personnel Data for an Airman

Because most personnel data are updated into the AOTS from the Personnel Data System (PDS), neither you nor any other user of the AOTS can make revisions to much of the data. For the data you cannot change, you will need to report any incorrect or missing data through the mechanisms you currently use. This handbook does not address any mechanisms that exist because there are too many different ways personnel information is reported to the CBPO (or other responsible offices) for corrective action. Since data from the PDS are updated periodically into the AOTS, the errors reported and corrections made will help accomplish data accuracy for both systems.

As a supervisor, you must determine how incorrect personnel data will be reported for the persons who work for you. Some personnel data are used in many AOTS processes and functions. Incorrect data could result in erroneous reports, notices, ATRs, OPTRs and other products/data that the AOTS supports. (For any incorrect personnel data in your ATR, you need to work with your supervisor to determine how to report the data that requires correction.)

Some specific data you should pay close attention to are addressed below. Through these examples you should recognize the importance of correct personnel data.

o   The airman's name, rank and SSAN appear on many AOTS reports and notices.

o   The airman's CAFSC is used in these (and other) ways:

-      The CAFSC is used by the AOTS to determine the person's access authorization to data which are sorted by AFS and functions which can be performed for more than one AFS.

-      When an airman's CAFSC is changed, the airman's current ATR is emptied and "archived" into a part of the AOTS database which stores archived ATR data. In the event the airman's CAFSC is changed back to the previous CAFSC, the "archived" ATR can then be "restored" so that you won't have to completely reaccomplish the individual's ATR data.

o   The airman's Duty Position Number and Duty Title are used for various AOTS processes:

-      The airman's duty position number is used as an OPTR ID. The OPTR lists the requirements of the duty position the airman is currently occupying (i.e., the tasks that must be performed and other training that must be completed).

-      The airman's duty title is sometimes used as an OPTR Title.

-      When a Qualification Assessment (training diagnosis) process is performed, the airman is normally assessed against the OPTR ID which matches the airman's duty position number. Additionally, when the airman is assigned against the OPTR, the system automatically produces an Individual Training Requirements (ITR) for the airman.

o   The airman's DAFSC is correlated to his/her position number (and therefore also to an OPTR). When the airman's DAFSC or position number is changed, an automatic notice is generated by the system to advise you (the airman's supervisor) that a change has taken place and a new OPTR may be required.

This section illustrates and explains the screens you will see as you access another airman's ATR to review and revise his/her personnel data.

```
SUP827.881      Advanced On-The-Job Training System (AOTS)      38 Nov 88
1.2                         Primary Access Menu


            1. Personal Training Information
            2. Training Management
            3. Master Task List (MTL) Interface
            4. Position Requirements

            q. Quit This Menu


            Select Option:  2_




10-2-1
```

Personnel Data are obtained and processed using the ATR Manager. To access the ATR Manager, for data other than your own, you must first choose the Training Management option listed on the AOTS Primary Access Menu (the menu is illustrated at the left).

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and then press RETURN.

```
SUP827.886                  Training Management                    38 Nov 88
1.2


            1. Training Scheduler
            2. Airman Training Record (ATR) Manager
            3. Reporting Programs
            4. Qualification Assessment
            5. Off-Line Test Control
            6. Off-Line Test Scoring
            7. Access existing Event

            q. Quit This Menu


               Select Option:  2




10-2-2
```

You can see the ATR Manager option on the screen illustrated at the left.

STEP 2:   **SELECT THE ATR MANAGER OPTION.** Enter a 2 and then press
                     ⌐RETURN⌐.

```
NGT832.886        Advanced On-The-Job Training System (AOTS)       38 Nov 88
1.8               Airman Training Record (ATR) Manager


            1. Display a Training Record
            2. Edit a Training Record
            3. Print Training Record
            4. Identify a new Duty Position

            q. Quit This Menu


               Select Option:  2_




10-2-3
```

To review and revise personnel data you must select the Edit option.

STEP 3:   **SELECT THE EDIT A TRAINING RECORD OPTION.** Enter a 2 and then
                     press ⌐RETURN⌐.

```
MGT832.006      Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.0                  Airman Training Record (ATR) Manager


              1. Display a Training Record
              2. Edit a Training Record
              3. Print Training Record
              4. Identify a new Duty Position

              q. Quit This Menu


              Select Option:  2




  (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I

10-2-4
```

A prompt is added to the screen (as illustrated in the screen at the left).

o   The AOTS matches the SSAN you enter with the SSANs of the persons listed on your Supervision List. Normally, you will not know the SSAN of each airman who works for you. If you select the E option, you will then need to enter the correct SSAN of an airman.

-    If the SSAN is incorrect, or if the airman's SSAN is not one of those on your supervision list, the AOTS provides you with a prompt (rather than ATR data). Once you press ⌈RETURN⌋, as prompted, you can repeat Step 4 (using another SSAN).

-    If a correct SSAN is entered, you will not see the next screen illustrated, therefore, proceed to the information presented after Step 5.

o   Selecting I (or i) from the prompt provides a list of airmen you may access data for (the same persons that are listed on your Supervision List). The I (or i) option is illustrated, since you will select the I option most often.

☞ **STEP 4:**   **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter I (or I) and then press ⌈RETURN⌋.

```
MGT832.887            Training Record Manager              30 Nov 88
1.0                   Group Selection Screen


           SSAN          RANK                  NAME
      1. 000000003       AMN           Acorn, Henrietta
      2. 000000001       SrA           Adams, Pat A.
      3. 000000002       SrA           Apple, John A.
      4. 000000005       Sgt           Baker, Jane C.
      5. 000000006       MSgt          Bradberry, Allen X.







     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  2

10-2-5
```

By selecting the number corresponding to the airman whose ATR you want to review, you gain access into his/her data.
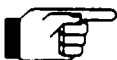
☞ **STEP 5:**   **SELECT THE AIRMAN FOR WHOM YOU WANT TO REVIEW/REVISE DATA.** Enter the Data Field number corresponding to the airman and press ⌐RETURN⌐.

```
MGT832.885            Airman Training Record (ATR) Manager      30 Nov 88
1.0                   Training Record for SrA Adams, Pat A.


     1. Individual Training Requirements
     2. Personnel Data
     3. Training History Data
     4. Access Level
     5. Print a Training Record

     q. Quit This Menu



        Select Option:  2





10-2-6
```

You may recognize the options illustrated at the left, as they appeared when you reviewed your AOTS data (among other options).

☞ **STEP 6:**   **SELECT THE PERSONNEL DATA OPTION.** Enter a 2 and then press ⌐RETURN⌐.

```
MGT832.004        Airman Training Record (ATR) Manager        30 Nov 88
1.0                        Personnel Data

                          Personal Information
 Name: Adams, Pat A.                          SSAN: 000000001
 DOB: 15 Sep 1967        TAFMSD: 01 Oct 1985  DOS: 30 Sep 1989
 Enlistment Category: 1  Grade: E- 4          Projected Grade: E- 0
                          AFSC Information
 PAFSC: 81158            2AFSC:                3AFSC:
 4AFSC:                  CAFSC: 81158          DAFSC: 81158
                          Position Information
 Pos Num: 8118112    Dty Stat: 10    Rec Stat: 20    Off Sym: SPAD
 Title: AEROSPACE SECURITY SPECIALIST             Phone Ext: 2684
 DAS: 22 Feb 1986    DT ASGD WC: 22 Feb 1986   Duty Type: 2
                          Organization Information
 FAC: 435388  WkCtr: Priority 'C' Aircraft Security
 PAS: DH0TFMBS      Unit: 67th Security Police Squadron
 Loc ID: RJH?       Installation: Bergstrom AFB, TX
 Proj PAS:                                      Prntr ID: TXF1



Please Select the Field to edit Date (A)ssigned, (D)uty Type, (Q)uit ?

10-2-7
```

The airman may have advised you that some of his/her data are incorrect or missing. Or, you may be reviewing the airman's ATR and notice that some of the personnel data are incorrect/missing.

o   You may only change data for two fields on this data screen. The fields are those identified in the prompt at the bottom of the screen.

-    If you want to revise the Date Assigned to Workcenter, you must enter A for the Date (A)ssigned option.

--   Another prompt is displayed on the screen, which provides you with the format you must use when entering the date. You must type in a one or two digit day, a three digit month and a four digit year (DD MMM YYYY). Once you enter the date and press Return, the original prompt reappears on the screen.

-    If you want to revise the code that represents the airman's type of duty, you must enter D (or d) for the (D)uty Type option.

--   The AOTS provides a legend that defines the code values for duty type (i.e., 1=Supervisor, 2=Technician, 3=Both, 4=Other). A prompt also appears which reflects the range of values you may enter for this data field (1-4).

If the individual performs supervisory duties only, "1" should be reflected as the duty type.

If the individual does not supervise personnel, but does perform technical duties, "2" should be reflected as the duty type.

If the individual supervises personnel <u>and</u> performs technical tasks required by his/her duty position, "3" should be reflected as the duty type.

If the airman is not a supervisor nor performs technical AFS tasks (i.e., he/she is an instructor), "4" should be reflected as the duty type.

    --   Once you enter the code and press Return, the duty type is changed and the original prompt reappears on the screen.

👉 **STEP 7:**   **QUIT THE PERSONNEL DATA SCREEN.** Enter a Q (or q) and then press ⌐RETURN⌐.

o   If you selected one or both of the options on the Personnel Data screen, a prompt will appear that advises you the information changed has been saved.

```
MGT832.885      Airman Training Record (ATR) Manager      30 Nov 88
1.0             Training Record for SrA Adams, Pat A.


                1. Individual Training Requirements
                2. Personnel Data
                3. Training History Data
                4. Access Level
                5. Print a Training Record

                q. Quit This Menu


                Select Option:




10-2-8
```

The screen illustrated at the left reappears once you complete Step 7.

LAST STEP

Continue to quit each screen until the AOTS Primary Access Menu appears on the screen. At that point, you may quit the menu and log off the systems, or you may choose another option and perform another function. Enter a Q (or q) and press ⌐RETURN⌐ until you have returned to the primary menu.

10.3 Report or Revise an Incorrect AOTS Access Level

Before the AOTS was available to workcenters, each user's access levels were updated into the AOTS. This section explains and illustrates how you can revise the access levels for the persons who work for you. As a supervisor, if your Access Levels are incorrect, you will have to talk with your supervisor and decide how to report the incorrect data. The unit Training Manager or a member of the IST may revise the data for a supervisor. (The telephone number for the AOTS hotline, which allows you to reach an IST member, is included at the end of this section.)

c   If an individual does not have access as authorized by the airman's User Type(s), the airman will not be able to perform all the functions or access all the data authorized (and required) when interacting with the system.

o   If an individual has too much access, the airman could perform functions and access data which were intended only for users who have the proper authority/responsibility. For the most part, functions cause data to be produced, sorted, changed, etc. Unauthorized use can corrupt the AOTS database.

If an individual advises you that an airman has an invalid Access Level, or if you notice incorrect data when reviewing the person's Access Levels, follow the procedures in this section to correct the Access Level.

```
SUP827.881      Advanced On-The-Job Training System (AOTS)      38 Nov 88
1.2                        Primary Access Menu

                                                        -

            1. Personal Training Information
            2. Training Management
            3. Master Task List (MTL) Interface
            4. Position Requirements

        q. Quit This Menu


            Select Option:  2




10-3-1
```

You obtain and process Access Level data by using the ATR Manager. To access this editor to work with data other than your own, you must first choose the Training Management option that is listed on the AOTS Primary Access Menu (as illustrated at the left).

STEP 1:   SELECT THE TRAINING MANAGEMENT OPTION. Enter a 2 and press RETURN.

```
SUP027.006                 Training Management              30 Nov 88
1.2


              1. Training Scheduler
              2. Airman Training Record (ATR) Manager
              3. Reporting Programs
              4. Qualification Assessment
              5. Off-Line Test Control
              6. Off-Line Test Scoring
              7. Access existing Event

              q. Quit This Menu


              Select Option:  2




10-3-2
```

The screen illustrated at the left appears next, with the ATR Manager option appearing second on the menu.

STEP 2:   **SELECT THE AIRMAN TRAINING RECORD (ATR) MANAGER OPTION.**
               Enter a 2 and then press ⌐RETURN⌐.

```
MGT032.006      Advanced On-The-Job Training System (AOTS)     30 Nov 88
1.0                 Airman Training Record (ATR) Manager


              1. Display a Training Record
              2. Edit a Training Record
              3. Print Training Record
              4. Identify a new Duty Position

              q. Quit This Menu


              Select Option:  2




10-3-3
```

To review **and** revise data while using the ATR Manager, you must select the EDIT option.

STEP 3:   **SELECT THE EDIT A TRAINING RECORD OPTION.** Enter a 2 and press
               ⌐RETURN⌐.

22

```
MGT832.006      Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.0                  Airman Training Record (ATR) Manager


                1. Display a Training Record
                2. Edit a Training Record
                3. Print Training Record
                4. Identify a new Duty Position

                q. Quit This Menu


                Select Option:  2




  (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I

10-3-4
```

A prompt is added to the screen (as illustrated at the left).

o   The AOTS matches the SSAN you enter with the SSANs of the persons listed on your Supervision List. Normally, you will not know the SSAN of each airman who works for you. If you select the E (or e) option, you will then need to enter the correct SSAN of an airman.

-   If the SSAN is incorrect, or if the airman's SSAN is not one of those on your supervision list, the AOTS provides you with a prompt (rather than ATR data). Once you press ⌷RETURN⌷, as prompted, you can repeat Step 4 (using another SSAN).

-   If a correct SSAN is entered, you will not see the next screen illustrated, therefore, proceed to the information presented after Step 5.

o   Selecting I (or i) from the prompt provides a list of airmen you may access data for (the same persons that are listed on your Supervision List). The I option is illustrated since you will select the I option most often.

STEP 4:   SELECT THE IDENTIFY AIRMAN FROM LIST OPTION. Enter an I (or i)
               and then press ⌷RETURN⌷.

23

```
MGT832.007                    Training Record Manager                30 Nov 88
1.0                           Group Selection Screen


            SSAN            RANK                    NAME
         _____     _____        _____
      1. 999999903        AMN             Acorn, Henrietta
      2. 999999901        SrA             Adams, Pat A.
      3. 999999902        SrA             Apple, John A.
      4. 999999905        Sgt             Baker, Jane C.
      5. 999999906        MSgt            Bradberry, Allen K.










      Use <cursor> keys, or {(Enter <field number>, <q> quit) & <return>}  4

  10-3-5
```

By selecting the number corresponding to the airman whose ATR you want to review, you gain access into his/her data.

👉 **STEP 5:**   **SELECT THE AIRMAN FOR WHOM YOU WANT TO REVIEW/REVISE DATA FOR.** Enter the number corresponding to the individual and then press ⌈RETURN⌋.

```
MGT832.005          Airman Training Record (ATR) Manager            30 Nov 88
1.0                 Training Record for Sgt Baker, Jane C.



            1. Individual Training Requirements
            2. Personnel Data
            3. Training History Data
            4. Access Level
            5. Supervision List
            6. Print a Training Record
            7. Print Supervision List

            q. Quit This Menu


            Select Option:  4_








  10-3-6
```

The option to obtain Access Level data are reflected on the screen illustrated at the left.

👉 **STEP 6:**   **SELECT THE ACCESS LEVEL OPTION.** Enter a 4 and press ⌈RETURN⌋.

```
SUP026.006              User Access Level              30 Nov 88
1.0



   1. Trainee                                    True
   2. Trainer/Evaluator                          True









              Please define the user type

    use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  _

10-3-7
```

This screen illustrates an individual's User Access Levels. A value of "True" indicates the individual <u>has</u> access as that User Type. A value of "False" indicates the person does not have access authority as that User Type.

o   The AOTS will allow you to change access levels for any person listed on your supervision list, as long as the person's access level being revised is not equal to or beyond <u>your</u> access level authorizations. In other words, as a supervisor, you can only change Trainee and Trainer/Evaluator access levels.

-    Within the AOTS, a user who performs a wider OJT role (i.e., Training Manager and Supervisor) has access authorization to most AOTS functions and data. A user who performs a more restricted OJT role (i.e., Trainer or Evaluator) has less access authorization to AOTS functions/data. A trainee has minimal access to data and functions.

--   Nearly <u>all</u> users are designated as a trainee. Unless the person is fully position-qualified, the value for trainee should be reflected as "True."

--   If an individual has been designated as another person's primary trainer or evaluator, or if the individual is designated to train or evaluate one or more events, he/she should be authorized the access level of Trainer/Evaluator, and the value for that access level should be "True."

-    If an individual works for you and he/she is also a supervisor, you will have to call or ask your training manager to correct the Supervisor Access Level data, or you can contact the IST at Bergstrom AFB via the AOTS hotline. You will <u>not</u> see the Supervisor Access Level (nor it's true/false value), so unless the individual reports it (when he/she reviews own ATR data), you will not know that the data are incorrect.

o   If you want to revise an access level, select the number corresponding to the level you want changed, press ⌷RETURN⌷ and the true/false value is toggled.

-    Once the value is reflected correctly, you must <u>press pad</u> ⌷5⌷ (as prompted) at which time the AOTS accepts your revision. (Remember to check the ⌷NUM LOCK⌷ key to ensure the red light is on, or pad ⌷5⌷ will not operate correctly.) The original prompt then reappears on the screen.

- You should repeat this process, if you need to, for the other access level, then proceed to Step 7. Once you quit the screen, a prompt will appear advising you that the information was saved (updated).

☞ STEP 7:   **QUIT THE ACCESS LEVEL SCREEN.** Enter a Q (or q) and press ⌈RETURN⌉.

LAST STEP

Continue to quit each screen until the AOTS Primary Access Menu appears. Enter a Q (or q) and then press ⌈RETURN⌉ for quitting. You may quit the Primary Access menu and log off the AOTS, or continue with other functions contained in this handbook.

A REMINDER . . . .

If you are having problems, the AOTS hotline is available to provide you with **HELP.** The telephone number for the AOTS **HELP** hotline is:

Bergstrom AFB . . .**HELP** (or 4357)
Elsewhere . . . . . AUTOVON 8-685-**HELP**
(Commercial: 1-512-369-**HELP**)

10.4 Report or Revise an Incorrect Supervision List

Within the AOTS, a Supervision List exists for each supervisor and training manager. The Supervision List identifies the persons for whom data can be accessed and functions can be performed. For a supervisor, this list contains all persons he/she directly or indirectly supervises.

Before workcenters started to use the AOTS, all Supervision Lists were updated based on PDS data and data collected from the participating workcenters. Since then, PCA/PCS moves and realignments within workcenters have caused (and will continue to cause) changes to occur to some lists.

o   As a supervisor, you are responsible for periodically reviewing the Supervision Lists of each supervisory person that directly reports to you.

o   If personnel are missing from a Supervision List, or if persons had been erroneously listed, you need to comply with the procedures outlined in this section to revise (correct) the list.

When changes are made to a Supervision List of a member who directly reports to you, normally changes will also be required to your Supervision List. You are not allowed to make changes to your own Supervision List. You must report any required revisions to your supervisor or training manager, or a member of the IST.

o   Your Supervision List should include all personnel who directly or indirectly report to you. As a supervisor of one or more supervisors, if a person is removed from or added to a supervisor's Supervision List, the person will normally have to be removed from or added to your list as well. It is important that you have access to data and functions for these persons, in the event that their primary supervisor is on leave or not available to conduct/manage their training.

```
SUP027.001      Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.2                        Primary Access Menu


        1. Personal Training Information
        2. Training Management
        3. Master Task List (MTL) Interface
        4. Position Requirements

        q. Quit This Menu


          Select Option:  2




10-4-1
```

A Supervision List is stored with the individual's ATR data, and is accessed by using the ATR Manager. The ATR Manager is an editor that can be accessed by selecting the training management option on the AOTS Primary Access Menu (the menu is illustrated at the left).

STEP 1:   SELECT THE TRAINING MANAGEMENT OPTION. Enter 2 and press RETURN.

```
SUP027.006                Training Management                   30 Nov 88
1.2


        1. Training Scheduler
        2. Airman Training Record (ATR) Manager
        3. Reporting Programs
        4. Qualification Assessment
        5. Off-Line Test Control
        6. Off-Line Test Scoring
        7. Access existing Event

        q. Quit This Menu


          Select Option:  2_




10-4-2
```

The ATR Manager option can be seen on the screen you are now viewing (as illustrated at the left).

STEP 2:   SELECT THE AIRMAN TRAINING RECORD (ATR) OPTION. Enter 2 and press RETURN.

```
MGT832.006       Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.0                   Airman Training Record (ATR) Manager


              1. Display a Training Record
              2. Edit a Training Record
              3. Print Training Record
              4. Identify a new Duty Position

              q. Quit This Menu


              Select Option:  2_




10-4-3
```

To revise ATR data, you must select the edit option.

STEP 3:   **SELECT THE EDIT A TRAINING RECORD OPTION.** Enter 2 and press RETURN .

```
MGT832.006       Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.0                   Airman Training Record (ATR) Manager


              1. Display a Training Record
              2. Edit a Training Record
              3. Print Training Record
              4. Identify a new Duty Position

              q. Quit This Menu


              Select Option:  2



 (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I
10-4-4
```

You can edit ATR data for only one person at a time. You may identify the individual by entering his/her SSAN or by selecting the person from those listed on your Supervision List.

If you select the E option, you will then need to enter the person's SSAN. You will not see the next screen illustrated below, nor will you perform Steps 4 and 5.
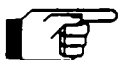
STEP 4:   **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter I (or i) and then press RETURN .

```
MGT032.007                    Training Record Manager              30 Nov 88
1.0                           Group Selection Screen

              SSAN             RANK                    NAME
              ────             ────                    ────
          1. 000000003         AMN          Acorn, Henrietta
          2. 000000001         SrA          Adams, Pat A.
          3. 000000002         SrA          Apple, John A.
          4. 000000005         Sgt          Baker, Jane C.
          5. 000000006         MSgt         Bradberry, Allen X.








      Use <cursor> keys, or {(Enter <field number>, <q> quit) & <return>}  4

10-4-5
```

The persons who appear on your Supervision List is now displayed, for you to choose the person whose data you want to revise.

STEP 5:   **SELECT THE AIRMAN WHOSE ATR YOU WANT TO ACCESS.** Enter the number corresponding to the desired airman and press [RETURN].

```
MGT032.005              Airman Training Record (ATR) Manager      30 Nov 88
1.0                     Training Record for Sgt Baker, Jane C.


          1. Individual Training Requirements
          2. Personnel Data
          3. Training History Data
          4. Access Level
          5. Supervision List
          6. Print a Training Record
          7. Print Supervision List

          q. Quit This Menu


             Select Option:  5




10-4-6
```

The screen illustrated at the left shows the categories of ATR data that you may access. You are seeking the Supervision List option.

STEP 6:   **SELECT THE SUPERVISION LIST OPTION.** Enter 5 and press [RETURN].

```
MGT832.005        Airman Training Record (ATR) Manager        30 Nov 88
1.0               Training Record for Sgt Baker, Jane C.


                  1. Individual Training Requirements
                  2. Personnel Data
                  3. Training History Data
                  4. Access Level
                  5. Supervision List
                  6. Print a Training Record
                  7. Print Supervision List

                  q. Quit This Menu


                  Select Option:  5




(B)uild the new List by searching ATRs, (E)dit the existing List, (Q)uit ? E

10-4-7
```

A prompt is added to the bottom of the screen (as illustrated at the left).

The AOTS has a capability to build a Supervision List by searching the AOTS database for persons having a specific name, rank, PAS, etc. If you select the Build Supervision List option, the system will remove every person previously listed and will list those persons meeting your search criteria.

Normally, you will edit an existing list rather than building a new list. The following procedures only address editing an existing list.

STEP 7:   **SELECT THE EDIT THE EXISTING LIST OPTION.** Enter E and press RETURN.

```
SUP026.002              Supervision List              30 Nov 88
1.0

            SSAN        RANK              NAME

         1. 000000001    SrA          Adams, Pat A.









Choose Edit option (M)odify, (I)nsert, (A)dd To End, (D)elete, (Q)uit ? A

10-4-8
```

You will use one or two options to make revisions to a Supervision List:

Add to End allows you to add a person to the list (refer to Steps 8 and 9)

Delete allows you to remove a person from the list (refer to Steps 10, 11 and 12).

STEP 8:   **SELECT THE ADD TO END OPTION.** Enter A (or a) and press RETURN.

```
SUP826.882          Supervision List                    30 Nov 88
1.0                                                      OVERWRITE


          SSAN         RANK                NAME


     1. 800000081      SrA             Adams, Pat A.
        ▓▓▓00000082_




10-4-8
```

The cursor relocates to the next available data field on the list. A red box covers the data field on the screen, so you can see where your data will appear once entered.

STEP 9:   **ENTER THE SSAN OF A PERSON WHO BELONGS ON THE LIST.** Enter the SSAN and press ⎡RETURN⎤.

o   If the SSAN is not recognized as one that belongs to an AOTS user, the system will provide the following error message:

The entered SSAN is not an AOTS user, please reenter
Press <return> to continue . . .

Normally, you would receive the message above because the SSAN you entered was typed incorrectly. Once you press ⎡RETURN⎤, you will need to repeat Steps 8 and 9 (using a correct SSAN for Step 9).

o   If the SSAN is correct, the system automatically lists the person's rank and full name under the respective columns, the right of that person's SSAN.

o   You may continue adding more persons to the Supervision List by repeating Steps 8 and 9 for each person. If you need to delete one or more persons, refer to Steps 10 thru 12. If you have completed all your revisions, proceed to Step 13.

```
SUP026.002                  Supervision List              30 Nov 88
1.0                                                        OVERWRITE

              SSAN          RANK                NAME

          1. 999999901      SrA             Adams, Pat A.
          2. 999999902      SrA             Apple, John A.













Choose Edit option (M)odify, (I)nsert, (A)dd To End, (D)elete, (Q)uit ? D

10-4-10
```

To delete a person from a Supervision List, you must select the delete option.

STEP 10:   **SELECT THE DELETE OPTION.** Enter D (or d) and press RETURN.

```
SUP026.002                  Supervision List              30 Nov 88
1.0                                                        OVERWRITE

              SSAN          RANK                NAME

          1. 999999901      SrA             Adams, Pat A.
          2. 999999902      SrA             Apple, John A.













   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  2_

10-4-11
```

You then must identify the person you want deleted from the list.

STEP 11:   **SELECT THE AIRMAN TO BE DELETED FROM THE LIST.** Enter the number corresponding to the airman to be deleted and press RETURN. (The illustration shows the second airman in the example Supervision List being deleted.)

```
SUP026.002                  Supervision List                30 Nov 88
1.0                                                          OVERWRITE

            SSAN         RANK                   NAME
          _____     _____         _____
    1. 000000001        SrA              Adams, Pat A.
    2. 000000002        SrA              Apple, John A.
```

Another prompt appears at the bottom of the screen, as illustrated at the left.

If you select No, the deletion process is ignored, and the original prompt returns on the screen.

```
Do You Want To Delete This Item (Y)es, (N)o ? Y

10-4-12
```

STEP 12:   **SELECT THE YES OPTION.** Enter Y (or y) and press ⌐RETURN⌐.

o   The person's SSAN, rank and full name are removed from the list. The name of person that had been listed after the deleted person is moved up one position on the list. (Sometimes, zeros are temporarily used to replace the deleted person's SSAN; however, once you complete Step 13 the zeros are removed from the list.)

o   The original prompt returns on the screen. You may continue to delete other persons from the list by repeating Steps 10 thru 12 for each person.

```
SUP826.882          Supervision List              30 Nov 88
1.0                                                OVERWRITE

        SSAN        RANK              NAME
       _____    _____    _____
    1. 000000001    SrA             Adams, Pat A.










Choose Edit option (M)odify, (I)nsert, (A)dd To End, (D)elete, (Q)uit ? Q

10-4-13
```

Once all corrections are made to the list, QUIT the Supervision List. When you quit the screen, the names are automatically alphabetized on the list. Although you won't see the alphabetizing take place, the next time you access that member's Supervision List, you will see the realphabetized list.

STEP 13:   **QUIT THE SUPERVISION LIST SCREEN.** Enter Q (or q) and press [RETURN].

LAST STEP

Continue to quit each screen until you are returned to the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may select another option to accomplish another function.

10.5 Designate a Primary Trainer or Evaluator

For each trainee that you supervise, you need to designate a Primary Trainer and Primary Evaluator.

o   The person designated as the Primary Trainer is responsible for conducting task training for the trainee.

o   The person designated as the Primary Evaluator is responsible for evaluating the trainee's knowledge and performance of tasks once training has occurred. The evaluator obtains and administers off line knowledge and performance tests, and scores evaluation results on line.

o   An individual may be designated as both the Primary Trainer and Evaluator.

o   You, as the trainee's supervisor, may designate yourself to be the person's primary trainer and/or evaluator.

Each time a training event is assigned, scheduled, reassigned or rescheduled for the individual, the trainer for the event is designated. The AOTS assumes the primary trainer will conduct the training, unless you designate another individual at the time you generate the event. (The same holds true for an evaluation event and primary evaluator.)

Before you begin to assign or schedule any event for an individual, you must comply with the procedures contained in this section so that the individual has a designated Primary Trainer and Primary Evaluator reflected in his/her training record.

```
SUP827.881    Advanced On-The-Job Training System (AOTS)    30 Nov 88
1.2                      Primary Access Menu


              1. Personal Training Information
              2. Training Management
              3. Master Task List (MTL) Interface
              4. Position Requirements

              q. Quit This Menu


              Select Option:  2




10-5-1
```

To designate a Primary Trainer or Evaluator, you must use the ATR Manager. The ATR Manager is an AOTS editor which can be accessed by selecting the Training Management option on the AOTS Primary Access Menu (illustrated at the left).

☞ **STEP 1:** **SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and press ⌈RETURN⌋.

```
SUP827.886              Training Management              30 Nov 88
1.2


              1. Training Scheduler
              2. Airman Training Record (ATR) Manager
              3. Reporting Programs
              4. Qualification Assessment
              5. Off-Line Test Control
              6. Off-Line Test Scoring
              7. Access existing Event

              q. Quit This Menu


              Select Option:  2




10-5-2
```

The ATR Manager option can be seen on the screen you are now viewing (as illustrated at the left).

☞ **STEP 2:** **SELECT THE AIRMAN TRAINING RECORD (ATR) MANAGER OPTION.** Enter 2 and press ⌈RETURN⌋.

```
MGTR32.006      Advanced On-The-Job Training System (AOTS)      38 Nov 88
1.0                  Airman Training Record (ATR) Manager


           1. Display a Training Record
           2. Edit a Training Record
           3. Print Training Record
           4. Identify a new Duty Position

           q. Quit This Menu


           Select Option:  2_




10-5-3
```

To revise ATR data, you must select the edit option.

STEP 3:   SELECT THE EDIT A TRAINING RECORD OPTION. Enter 2 and press [RETURN].

```
MGTR32.006      Advanced On-The-Job Training System (AOTS)      38 Nov 88
1.0                  Airman Training Record (ATR) Manager


           1. Display a Training Record
           2. Edit a Training Record
           3. Print Training Record
           4. Identify a new Duty Position

           q. Quit This Menu


           Select Option:  2




  (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I

10-5-4
```

You may identify the individual by entering his/her SSAN, or by selecting the person from those listed on your Supervision List.

If you select the E option, you will then need to enter the person's SSAN. You will not see the next screen illustrated below, nor will you perform Steps 4 and 5.

STEP 4:   SELECT THE IDENTIFY AIRMAN FROM LIST OPTION. Enter I (or i) and press [RETURN].

```
MGT032.007            Training Record Manager              30 Nov 88
1.0                   Group Selection Screen


          SSAN        RANK              NAME
          ____        ____              ____

       1. 000000003    AMN        Acorn, Henrietta
       2. 000000001    SrA        Adams, Pat A.
       3. 000000002    SrA        Apple, John A.
       4. 000000005    Sgt        Baker, Jane C.
       5. 000000006    MSgt       Bradberry, Allen K.











   Use <cursor> keys, or {(Enter <field number>, <q> quit) & <return>}  1

10-5-5
```

The persons that appear on your Supervision List are now displayed. You may access only one person's ATR at a time.

STEP 5:   **SELECT THE AIRMAN WHOSE ATR YOU WANT TO ACCESS.** Enter the number corresponding to the desired airman and press `RETURN`.

```
MGT032.005         Airman Training Record (ATR) Manager        30 Nov 88
1.0                Training Record for AMN Acorn, Henrietta



          1. Individual Training Requirements
          2. Personnel Data
          3. Training History Data
          4. Access Level
          5. Print a Training Record

          q. Quit This Menu


          Select Option:  1_







10-5-6
```

The Primary Trainer and Primary Evaluator data are stored with the person's ITR data.

STEP 6:   **SELECT THE INDIVIDUAL TRAINING REQUIREMENTS OPTION.** Enter 1 and press `RETURN`.

```
MGT838.883          Individual Training Requirements        6 Jan 89
1.5                      Select Action Desired


           1. Update or Schedule Training
           2. Training Schedules Information
           3. Position Task Qualification Status
           4. Print Training Requirements
           5. Print Training Schedules
           6. Print Position Task Qualifications
           7. Access General ITR

           q. Quit This Menu


           Select Option:  7




10-5-7
```

The General ITR data includes the person's Primary Trainer and Evaluator.

 STEP 7: **SELECT THE ACCESS GENERAL ITR OPTION.** Enter 7 and press RETURN

```
MGT838.885          Individual Training Requirements       30 Nov 88
1.4                      General Information

Trainee                   NMN  Acorn, Henrietta
OPTR Id                   000533-887
  1. Primary Trainer:
  2. Primary Evaluator:
  3. Interruption Status:
  4. Date of Interruption:          5. Date Training Resumed:

  6. UGT Start Date:                7. PQT Start Date:
  8. Initial Evaluation Due:   Yes
  9. UGT Evaluation Due:       No

                        D U E   D A T E          O N   F I L E
 10. UGT Progress Eval 1:                   11. No
 12. UGT Progress Eval 2:                   13. No
 14. UGT Progress Eval 3:                   15. No

 16. Comments/Counselings on file: No

                 Select the item to update

      Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return))  1

10-5-8
```

The Primary Trainer is found in Data Field #1 and the Primary Evaluator is found in Data Field #2.

You add or change the person's data in these two fields in the same manner.

 STEP 8: **SELECT THE DATA FIELD YOU WANT TO UPDATE.** Enter 1 or 2 and press RETURN. (The example shows the Primary Trainer being designated.)

```
MGT838.885        Individual Training Requirements        30 Nov 88
1.4                    General Information                 OVERWRITE

Trainee              MMM  Acorn, Henrietta
OPTR Id              8888933-887
■■■Primary Trainer:  888888885
 2. Primary Evaluator:
 3. Interruption Status:
 4. Date of Interruption:           5. Date Training Resumed:

 6. UCT Start Date:                 7. PQT Start Date:
 8. Initial Evaluation Due:    Yes
 9. UCT Evaluation Due:        No

                 DUE  DATE              ON  FILE
10. UCT Progress Eval 1:             11. No
12. UCT Progress Eval 2:             13. No
14. UCT Progress Eval 3:             15. No

16. Comments/Counselings on file: No

              Enter SSAN of Primary Trainer


10-5-9
```

The prompt changes at the bottom of the screen (as illustrated at the left), advising you to enter the trainer's (or evaluator's) SSAN.

STEP 9:   **ENTER THE SSAN OF THE PRIMARY TRAINER OR EVALUATOR.** Enter the appropriate SSAN and press ⌐RETURN⌐.

o   The Trainer's (or evaluator's) name is automatically included in the data field, next to that person's SSAN.

o   If you need to, repeat Steps 8 and 9 so that both fields contain correct data.

```
MGT838.885        Individual Training Requirements        30 Nov 88
1.4                    General Information                 OVERWRITE

Trainee              MMM  Acorn, Henrietta
OPTR Id              8888933-887
 1. Primary Trainer:  888888885  Sgt  Baker, Jane C.
 2. Primary Evaluator:
 3. Interruption Status:
 4. Date of Interruption: .         5. Date Training Resumed:

 6. UCT Start Date:                 7. PQT Start Date:
 8. Initial Evaluation Due:    Yes
 9. UCT Evaluation Due:        No

                 DUE  DATE              ON  FILE
10. UCT Progress Eval 1:             11. No
12. UCT Progress Eval 2:             13. No
14. UCT Progress Eval 3:             15. No

16. Comments/Counselings on file: No

              Select the item to update

   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  Q

10-5-10
```

Once the data are reflected correctly, proceed to Step 10.

STEP 10:   **QUIT THE GENERAL ITR SCREEN.** Enter Q (or q) and press ⌐RETURN⌐.

```
RGT838.885          Individual Training Requirements        30 Nov 88
1.4                       General Information               OVERWRITE

Trainee             APN  Acorn, Henrietta
OPTR Id             880933-887
 1. Primary Trainer:     888888885  Sgt  Baker, Jane C.
 2. Primary Evaluator:
 3. Interruption Status:
 4. Date of Interruption:               5. Date Training Resumed:

 6. UGT Start Date:                     7. PQT Start Date:
 8. Initial Evaluation Due:       Yes
 9. UGT Evaluation Due:           No

                    D U E   D A T E          O N   F I L E
10. UGT Progress Eval 1:                  11. No
12. UGT Progress Eval 2:                  13. No
14. UGT Progress Eval 3:                  15. No

16. Comments/Counselings on file: No


                    Information saved
                    Press <return> to continue... _

10-6-11
```

A prompt is added to the bottom of the screen once the updated data are processed by the AOTS.

👉 **STEP 11:**   **PRESS RETURN, AS PROMPTED.**

LAST STEP

Continue to quit each screen until the AOTS Primary Access Menu appears on the screen. At that point you may quit the menu and logoff the system, or you may proceed with another function.

10.6 Review an Airman's Position Qualification Status

As a SUPERVISOR, you may wish to review the position qualification status of one or more of the airmen under your supervision. Using the AOTS, you can easily determine the qualification status of an airman on any of the tasks required for the airman's duty position (i.e., whether the airman is certified on the task and, if not certified, the training status of that airman on that task).

This section of the AOTS User's Handbook tells how to access this information in the most efficient manner and how to locate the training information you need on a particular task.

```
SUP027.001      Advanced On-The-Job Training System (AOTS)        30 Nov 88
1.2                        Primary Access Menu


        1. Personal Training Information
        2. Training Management
        3. Master Task List (MTL) Interface
        4. Position Requirements

        q. Quit This Menu



        Select Option:  2_




10-6-1
```

Select the Training Management option at the Primary Access Menu.

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter a 2 and then press ⌈RETURN⌉.

```
SUPG27.006              Training Management              30 Nov 88
1.2


          1. Training Scheduler
          2. Airman Training Record (ATR) Manager
          3. Reporting Programs
          4. Qualification Assessment
          5. Off-Line Test Control
          6. Off-Line Test Scoring
          7. Access existing Event

          q. Quit This Menu


          Select Option: 2_




10-8-2
```

Select the Airman Training Record (ATR) Manager option from the Training Management menu.

STEP 2:   **SELECT THE ATR MANAGER OPTION.** Enter a 2 and then press RETURN.

```
MGTG32.006      Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.0                 Airman Training Record (ATR) Manager


          1. Display a Training Record
          2. Edit a Training Record
          3. Print Training Record
          4. Identify a new Duty Position

          q. Quit This Menu


          Select Option: 2




10-8-3
```
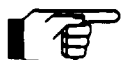
In this function you will be editing an airman's training record.

STEP 3:   **SELECT THE EDIT A TRAINING RECORD OPTION.** Press 2 and then press RETURN.

This command will cause the Prompt (I)dentify Airman from List, (E)nter Specific SSAN, (Q)uit to appear.

STEP 4:   **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter an I (or i) and then press RETURN.

44

```
MGT832.887              Training Record Manager              30 Nov 88
1.0                     Group Selection Screen


            SSAN          RANK                NAME
          _____
       1. 000000003      AMN          Acorn, Henrietta
       2. 000000001      SrA          Adams, Pat A.
       3. 000000002      SrA          Apple, John A.
       4. 000000005      Sgt          Baker, Jane C.
       5. 000000006      MSgt         Bradberry, Allen K.











    Use <cursor> keys, or <(Enter <field number>, <q> quit) & <return>>  3

10-6-4
```

Your supervision list will be displayed on the Training Record Manager Group Selection Screen.

Select the airman whose status you wish to review.

You can access the records of only one airman at a time.

STEP 5:   **SELECT THE AIRMAN.** Enter the field number of the airman and then press ⎡RETURN⎤.

```
MGT832.005        Airman Training Record (ATR) Manager        30 Nov 88
1.0               Training Record for SrA Apple, John A.



        1. Individual Training Requirements
        2. Personnel Data
        3. Training History Data
        4. Access Level
        5. Print a Training Record

        q. Quit This Menu



           Select Option: 1_








10-6-5
```

The Position Qualification Status for an airman is accessed through the airman's ITR.

STEP 6:   **SELECT THE INDIVIDUAL TRAINING REQUIREMENTS OPTION.** Enter 1 and then press ⎡RETURN⎤.

```
MGT838.883          Individual Training Requirements          6 Jan 89
1.5                      Select Action Desired


              1. Update or Schedule Training
              2. Training Schedules Information
              3. Position Task Qualification Status
              4. Print Training Requirements
              5. Print Training Schedules
              6. Print Position Task Qualifications
              7. Access General ITR

              q. Quit This Menu


              Select Option:  3_




10-6-6
```

The screen you now see enables you to access the person's ITR, training schedule and position qualification listing.

 STEP 7:   **SELECT THE POSITION TASK QUALIFICATION STATUS OPTION.** Enter a 3 and then press `RETURN`.

```
MGT854.885          Position Task Training Requirements          30 Nov 88
1.4                      For SrA Apple, John A.

1. Task ID:  F18822              Status:    None
   Cert Date:                    Recert. Due:
APPREHEND A PERSON SUSPECTED OF BEING UNDER THE INFLUENCE.


2. Task ID:  C88895             Status:    None
   Cert Date:
EVALUATE WORK PERFORMANCE OF SUBORDINATE PERSONNEL


3. Task ID:  F18839             Status:    In Progress
   Cert Date:                    Recert. Due:
CONDUCT A WALL SEARCH OF A SUSPECT


4. Task ID:  F18841            · Status:    In Progress
   Cert Date:                    Recert. Due:
CONDUCT A GROUND SEARCH OF A SUSPECT


Enter (B)reakdown, (T)ask Search, (R)ecertify Task, PgDn, (Q)uit ?

10-6-7
```

The Position Qualification Status screen lists the tasks which the individual is required to perform in his/her current duty position. (The tasks listed here are the same tasks that comprise the OPTR to which the person is currently assigned.)

The individual's certification or training status is identified for each task. The Certification Date is identified for each certified task. The Recertification Due Date is identified for each task on which the person is certified and must be periodically recertified.

 STEP 8:   **LOCATE THE TASK ON WHICH YOU WISH TO REVIEW THE AIRMAN'S STATUS.**

EITHER: Use `PgUp` or `PgDn` key to scroll down or up through the OPTR Task List.

OR: Use the Search Function:

    ->   Press T (or t) and then press `RETURN`

    ->   Enter the Task ID and then press `RETURN`

NOTE:	At this point the system will do one of three things:
	(a) take you to the screen on which the task appears;
	(b) if you are already beyond that task ID in the OPTR, display this prompt: "Found in reverse direction. Go there? (Y)es, (N)o ?"; or
	(c) display a message that the requested task ID does not exist (on this listing).

STEP 9:   **CHECK THE STATUS OF THE TASK.** Read the data appearing in the "Status" field for the task.

NOTE:	The status will be one of four designations: Certified, Awaiting Certification, In Progress, or None. If the designation is Certified, the date on which the certification occurred will be displayed in the Cert Date field. There should also be a recertification date in the Recert. Due field for tasks on which the airman is certified and must periodically be recertified.

You may now review another task or exit from this function.

LAST STEP

Execute the following command enough times to return you to the AOTS Primary Menu:

Press Q (or q) and then press ⌐RETURN⌐.

10.7 Access an Airman's General Training Data

As a SUPERVISOR, you will have occasions when you will need to access the general training information contained in the Training History and ITR (Individual Training Requirements) portions of the training records of the airmen under your supervision. This section will tell you how to access the general training information and will describe the items that you may edit/modify in the records.

```
SUP827.801    Advanced On-The-Job Training System (AOTS)    30 Nov 88
1.2                       Primary Access Menu



           1. Personal Training Information
           2. Training Management
           3. Master Task List (MTL) Interface
           4. Position Requirements

           q. Quit This Menu


              Select Option:  2_




10-7-1
```

STEP 1:   SELECT THE TRAINING MANAGEMENT OPTION. Enter a 2 and then press ⟨RETURN⟩.

Select the Training Management option at the Primary Access Menu.

```
SUP827.806              Training Management              30 Nov 88
1.2



           1. Training Scheduler
           2. Airman Training Record (ATR) Manager
           3. Reporting Programs
           4. Qualification Assessment
           5. Off-Line Test Control
           6. Off-Line Test Scoring
           7. Access existing Event

           q. Quit This Menu


              Select Option:  2_




10-7-2
```

STEP 2:   SELECT THE ATR MANAGER OPTION. Enter 2 and then press ⟨RETURN⟩.

Select the Airman Training Record (ATR) Manager option from the Training Management menu.

```
MGT832.886        Advanced On-The-Job Training System (AOTS)        38 Nov 88
1.8                    Airman Training Record (ATR) Manager


                     1. Display a Training Record
                     2. Edit a Training Record
                     3. Print Training Record
                     4. Identify a new Duty Position

                     q. Quit This Menu


                     Select Option:  2_







10-7-3
```

In this function you will be editing an airman's training record.

 STEP 3:   **SELECT THE EDIT A TRAINING RECORD OPTION.** Enter a 2 and then press ⌐RETURN⌐.

This command will cause the Prompt (I)dentify Airman from List, (E)nter Specific SSAN, (Q)uit to appear.

 STEP 4:   **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Press I (or lower case i) and then press ⌐RETURN⌐.

```
MGT832.887              Training Record Manager                     38 Nov 88
1.8                     Group Selection Screen


            SSAN            RANK                    NAME
        _____      _____      _____
    1.  888888883        AMN             Acorn, Henrietta
    2.  888888881        SrA             Adams, Pat A.
    3.  888888882        SrA             Apple, John A.
    4.  888888885        Sgt             Baker, Jane C.
    5.  888888886        MSgt            Bradberry, Allen X.







    Use <cursor> keys, or {(Enter <field number>, <q> quit) & <return>}  3_

10-7-4
```

Your supervision list will be displayed on the Training Record Manager Group Selection Screen. Select the airman whose status you wish to review.

You can access the training record of only one airman at a time.

 STEP 5:   **SELECT THE AIRMAN.** Enter the field number of the airman and then press ⌐RETURN⌐.

```
MGT832.005     Airman Training Record (ATR) Manager      30 Nov 88
1.0            Training Record for SrA Apple, John A.


               1. Individual Training Requirements
               2. Personnel Data
               3. Training History Data
               4. Access Level
               5. Print a Training Record

               q. Quit This Menu


               Select Option: 3_




10-7-5
```

General Training data exists in the Training History and ITR portions of the airman's training record. Steps 6 - 9 apply to general training data found in the Training History; Steps 10 - 12 apply to general training data found in the ITR.

☞ **STEP 6:** **SELECT THE TRAINING HISTORY DATA OPTION.** Enter a 3 and then press `RETURN`.

```
MGT833.000          Training Data Manager          30 Nov 88
1.4            Training History for SrA Apple, John A.


               1. AFS Task
               2. Formal Training
               3. Ancillary
               4. Additional
               5. Contingency
               6. ECI/CDC
               7. PME
               8. General Training (ASVAB Scores, Dates, Status)

               q. Quit This Menu


               Select Option: 8




10-7-6
```

Training History data are sorted into eight categories, as the screen at the left illustrates. You are seeking the General Training data.

☞ **STEP 7:** **SELECT THE GENERAL TRAINING OPTION.** Enter a 8 and then press `RETURN`.

```
MGT042.888              ATR Manager               38 Nov 88
1.4            General Training History for Apple, John A.

                Training Status, Dates, Education Level
1. Training Status Code: R
2. Date Entered/Completed/Withdrawn Training:          15 Apr 1985
3. Date Entered/Completed Position Qualification Training: 18 Nov 1988
4. Date Initially Entered Re-Training:
5. Education Level: F - 38-59 Semester Hours--45-89 Quarter Hours

                          ASVAB Scores
6. Administrative: 41                   7. Mechanical: 47
8. Electronics:   56                    9. General:    88

                Reading Achievement Scores, Dates
18. Reading Achievement Score 1: 125    11. Date of Test: 81 Feb 1984
12. Reading Achievement Score 2: 127    13. Date of Test: 81 Feb 1984

                   Typing Test Score, Date
14. Typing Test Score:                  15. Date of Test:



(D)ate Entered Completed Position Qualification Training, (Q)uit ? R

10-7-7
```

The General Training History of the airman is now displayed on the monitor.

The only data field on this screen that you can update/edit directly is Field 3, Date Entered/Completed Position Qualification Training.

Other data fields on this screen will be changed by PDS updates, by changes which you or the Training Manager may make in the General ITR, and by changes that a System Administrator may make directly on this screen.

Proceed to Step 8 to change the date entered/completed position qualification training. Skip Step 8 if you do **not** need to change data.

STEP 8: **CHANGE THE DATE ENTERED/COMPLETED POSITION QUALIFICA-TION TRAINING.** Enter D (or d) and then press ⌐RETURN⌐. Enter the date in the prescribed format and press ⌐RETURN⌐.

STEP 9: **RETURN TO THE ATR MANAGER SCREEN.** Enter Q (or q) and then press ⌐RETURN⌐ **two** times.

```
NGT832.885        Airman Training Record (ATR) Manager      30 Nov 88
1.0               Training Record for SrA Apple, John A.



                  1. Individual Training Requirements
                  2. Personnel Data
                  3. Training History Data
                  4. Access Level
                  5. Print a Training Record

                  q. Quit This Menu



                     Select Option:  1








10-7-8
```

To access the general train-
ing data contained in an
airman's ITR, you must first
access the ITR.

STEP 10:   **SELECT THE INDIVIDUAL TRAINING REQUIREMENT OPTION.** Enter a 1
                  and then press `RETURN`.

```
NGT838.883        Individual Training Requirements          6 Jan 89
1.5               Select Action Desired



                  1. Update or Schedule Training
                  2. Training Schedules Information
                  3. Position Task Qualification Status
                  4. Print Training Requirements
                  5. Print Training Schedules
                  6. Print Position Task Qualifications
                  7. Access General ITR

                  q. Quit This Menu



                     Select Option:  7








10-7-8
```

The seventh option on this
menu allows access to Gen-
eral ITR information.

STEP 11:   **SELECT THE ACCESS GENERAL ITR OPTION.** Enter 7 and then press
                  `RETURN`.

```
MGT838.885          Individual Training Requirements        30 Nov 88
1.4                      General Information                 OVERWRITE

Trainee               SrA  Apple, John A.
OPTR Id               0000396-STD
[█]Primary Trainer:   000000085  Sgt  Baker, Jane C.
 2. Primary Evaluator: 000000086  MSgt  Bradberry, Allen X.
 3. Interruption Status:
 4. Date of Interruption: 10 Nov 1988    5. Date Training Resumed: 15 Nov 1988

 6. UGT Start Date:      15 Apr 1985    7. PQT Start Date:      10 Nov 1988
 8. Initial Evaluation Due:     Yes
 9. UGT Evaluation Due:         No

                         D U E   D A T E            O N   F I L E
10. UGT Progress Eval 1:                          11. No
12. UGT Progress Eval 2:                          13. No
14. UGT Progress Eval 3:                          15. No

16. Comments/Counselings on file: No

                   Enter SSAN of Primary Trainer


10-7-10
```

You can change/edit many of the data fields on the ITR General Information screen that are identified by a numeral.

One exception is Data Field 6. The data in Field 6 is updated from PDS and is not intended to be edited by AOTS users. Other exceptions are Data Fields 10, 12, and 14. These data fields are updated automatically if the person is in upgrade training.
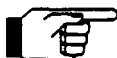
STEP 12: **EDIT THE ITR GENERAL INFORMATION FOR THE AIRMAN AS APPRO-PRIATE. To edit data, complet the following actions: 1). Enter the field number and then press ⊂RETURN⊃ to select the item to update. The field you select will be highlighted. 2). Edit the data in accordance with the prompt displayed across the bottom of the screen.**

Data Fields 1 and 2: Section 10-5 in this handbook provides procedures for updating an individual's Primary Trainer and Primary Evaluator. You may change either field or both fields as necessary. You may designate anyone who is on your Supervision List to be the individual's Primary Trainer, Primary Evaluator, or both.

To designate a different Trainer or Evaluator: Select Data Field 1 or 2; Enter the SSAN of the new Trainer or Evaluator and press ⊂RETURN⊃. The system will replace the name of the former Trainer or Evaluator with the new one.

Data Fields 3, 4, and 5: These three fields are interrelated.

Data Field 3 will permit you to designate any one of five reasons for an interruption of Upgrade Training (UGT)>: New (M)ission, (L)eave, (S)ickness, (C)hange in Duty Status, or (O)ther. Two other options are also offered by the prompt: (N)one or (Q)uit. The (N)one option is used to indicate that the cause for the Interruption in UGT has been removed; so that UGT may be resumed. When necessary to indicate an interruption in the individual's UGT: Select Data Field 3 and then enter the letter representing the reason for the interruption and then press ⊂RETURN⊃.

If there are no data in Data Field 4 when you enter an Interruption Status message in Data Field 3, the system will highlight Data Field 4 for you to enter the date that the interruption did or will begin.

If there are no data in Data Field 5 when you enter (N)one in Data Field 3, the system will highlight Data Field 5 for you to enter the date training is resumed.

If there are already data in Data Fields 4 and 5, the system will <u>not</u> highlight the fields for you when you make entries in Data Field 3. Be sure you update Data Field 4 <u>if</u> <u>UGT</u> <u>is</u> <u>being</u> <u>interrupted</u> and Data Field 5 <u>if</u> <u>UGT</u> <u>is</u> <u>being</u> <u>resumed</u>.

<u>Data</u> <u>Fields</u> <u>8,</u> <u>9,</u> <u>11,</u> <u>13,</u> <u>15,</u> <u>and</u> <u>16</u>: These fields are all toggles. The data in these data fields will change from Yes to No or from No to Yes whenever you select the field for editing.

LAST STEP

Execute the following command enough times to return you to the AOTS Primary Menu:

Press Q (or q) and then press `RETURN`

10.8 Review An Individual's Training Requirements (ITR)

___

The AOTS provides you, as a SUPERVISOR, with the means to review the training requirements for any of the airmen on your supervision list. The capability to do this is provided in the Individual Training Requirements (ITR) Editor. This section of the AOTS User's Handbook describes the procedures required to accomplish this function.

o   To review an individual's training requirements, the following functions must first be accomplished: An OPTR must be established in the AOTS for the duty position the individual occupies; and a qualification assessment (training needs diagnosis) must be performed whereby the individual is assigned against the appropriate OPTR and the person's ITR is established. If these functions have not yet been accomplished, you will need to accomplish them before you proceed with the procedures within this section. (Refer to Sections 10.12 and 10.13.)

As an individual's supervisor, you should review his/her training requirements on a regular basis. By accomplishing the procedures within this section you can learn to monitor the individual's training progress for any requirement listed in his/her ITR; and you can determine how training will be accomplished for the individual for each requirement. You should be aware of the following information before you begin your review of the individual's training requirements:

Within the AOTS, the accomplishment of task training varies, depending on the data existing in the system for the task. For some tasks, knowledge training is accomplished by the trainee completing an on-line CAI lesson, while for other tasks, knowledge training is accomplished off line by the trainee studying textual materials (e.g., T.O.s, regulations, training manuals) or by other means outside of the AOTS. For some tasks, evaluations may be accomplished by the trainee on line, using AOTS tests, while for other tasks the evaluations are administered off line, by an evaluator.

o   You may review data in the individual's ITR which will help you identify how training will be, or is being, accomplished for a given task (based on the materials existing in the system for the task).

Within the AOTS, the responsibility to accomplish task training and to reflect the training accomplishment is shared by the trainee, one or more trainers and evaluators, and yourself as the individual's supervisor.

o   You may review data in an individual's ITR which identify the status of training; the trainer and evaluator; and the date training began for a given task. This information helps you determine the individual's training progress for the task (i.e., whether or not training has been scheduled, is occurring or has been completed for the task); and who is responsible for scheduling and administering the training.

Within the AOTS, the accomplishment of other training requirements (non AFS task) can also be monitored.

o   You may review data in an individual's ITR which identify the status of other training requirements such as Ancillary courses, Additional Duty courses and ECI/CDC courses. This information helps you determine whether or not other training has been scheduled or is occurring for the individual. All non AFS task training requirements are accomplished off line, and many are accomplished by agencies outside of the job site.

```
SUP827.001        Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.2                         Primary Access Menu


              1. Personal Training Information
              2. Training Management
              3. Master Task List (MTL) Interface
              4. Position Requirements

              q. Quit This Menu



                 Select Option:  2







10-8-1
```

Select the Training Management option at the Primary Access Menu.

☞ **STEP 1:**   <u>SELECT THE TRAINING MANAGEMENT OPTION.</u> Enter a 2 and then press (RETURN).

```
SUP827.006                 Training Management                   30 Nov 88
1.2

                             -
              1. Training Scheduler
              2. Airman Training Record (ATR) Manager
              3. Reporting Programs
              4. Qualification Assessment
              5. Off-Line Test Control
              6. Off-Line Test Scoring
              7. Access existing Event

              q. Quit This Menu



                 Select Option:  2






10-8-2
```

Select the Airman Training Record (ATR) Manager option from the Training Management menu.

☞ **STEP 2:**   <u>SELECT THE ATR MANAGER OPTION.</u> Enter a 2 and then press (RETURN).

```
MGT832.886      Advanced On-The-Job Training System (AOTS)     38 Nov 88
1.0                 Airman Training Record (ATR) Manager


               1. Display a Training Record
               2. Edit a Training Record
               3. Print Training Record
               4. Identify a new Duty Position

               q. Quit This Menu



               Select Option:  2








10-8-3
```

In this function you will be editing an airman's training record.

☛ **STEP 3:**   **SELECT THE EDIT A TRAINING RECORD OPTION.** Enter a 2 and then press ⌐RETURN⌐.

This command will cause the prompt, (I)dentify Airman from List, (E)nter Specific (Q)uit, to appear.

☛ **STEP 4:**   **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter an I (or i) and then press ⌐RETURN⌐.

```
MGT832.887          Training Record Manager            38 Nov 88
1.0                 Group Selection Screen


          SSAN            RANK                 NAME
          ____            ____                 ____
       1. 888888883       AMN          Acorn, Henrietta
       2. 888888881       SrA          Adams, Pat A.
       3. 888888882       SrA          Apple, John A.
       4. 888888885       Sgt          Baker, Jane C.
       5. 888888886       MSgt         Bradberry, Allen X.







     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  3
10-8-4
```

Your supervision list is displayed, from which you select the airman whose status you wish to review.

You can access the records of only one airman at a time.

☛ **STEP 5:**   **SELECT THE AIRMAN.** Enter the field number of the airman and then press ⌐RETURN⌐.

```
MGT832.005          Airman Training Record (ATR) Manager      30 Nov 88
1.0                 Training Record for SrA Apple, John A.



          1. Individual Training Requirements
          2. Personnel Data
          3. Training History Data
          4. Access Level
          5. Print a Training Record

          q. Quit This Menu


             Select Option:  1_




10-8-5
```
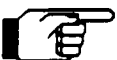
At this point you have accessed the airman's ATR. You now must access the ITR portion of the airman's training record.

STEP 6:   **SELECT THE INDIVIDUAL TRAINING REQUIREMENTS OPTION.** Enter a 1 and then press ⌷RETURN⌷.

```
MGT830.003          Individual Training Requirements          6 Jan 89
1.5                      Select Action Desired


          1. Update or Schedule Training
          2. Training Schedules Information
          3. Position Task Qualification Status
          4. Print Training Requirements
          5. Print Training Schedules
          6. Print Position Task Qualifications
          7. Access General ITR

          q. Quit This Menu


             Select Option:  1




10-8-6
```

This screen enables you to access the person's ITR, Training Schedule and Position Qualification data.

To review the individual's training requirements, proceed to Step 7.

STEP 7:   **SELECT THE UPDATE OR SCHEDULE TRAINING OPTION.** Enter 1 and then press ⌷RETURN⌷.

```
MGT838.882        Individual Training Requirements        38 Nov 88
1.4               Select Type of Training to Update


              1. AFS Task
              2. Ancillary
              3. Additional Duty
              4. Contingency
              5. ECI/CDC
              6. PME
              7. Formal Training

              q. Quit This Menu


              Select Option:  1_




10-8-7
```

ITR data are sorted into seven types, as illustrated by the screen at the left.

Procedures for reviewing the individual's Task Training Requirements are covered in Steps 8 - 12.

Procedures for reviewing the individual's Other Training Requirements are covered in Step 13.

STEP 8: **SELECT THE AFS TASK OPTION TO ACCESS TASK TRAINING REQUIREMENTS DATA.** Enter 1 and then press ⌐RETURN⌐.

```
MGT854.886          Task Training Requirements          6 Jan 89
1.5                  For SrA Adams, Pat A.

  1. Task ID: F18622     Status: None
APPREHEND A PERSON SUSPECTED OF BEING UNDER THE INFLUENCE.


  2. Task ID: F86278     Status: None
FIRE WEAPONS TO MAINTAIN QUALIFICATION


  3. Task ID: 018999     Status: None
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE


  4. Task ID: F18848     Status: None
CONDUCT A KNEELING SEARCH OF A SUSPECT




Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)eview status, (T)ask Search, PgDn, (Q)uit ?

10-8-8
```

The Task Training Requirements screen is displayed (as illustrated at the left).

If the individual requires training on one or more tasks, data will appear on the screen.

If the individual does not require task training, the screen will not contain data. If there are no data to review, proceed to Step 12.

The Task Training Requirements data include:

o   The Task ID and task statements for all the AFS tasks on which the airman requires training. (These include tasks on which the airman is not certified and tasks which are due for recertification within 90 days.)

o   The training status of each task: None, In Progress or Awaiting Certification.

The prompt at the bottom of the screen contains several options:

o   The Add to end, Insert, Order and Delete options are explained in Section 10.13. These options enable you to specify and rank order the tasks on which the individual must be trained.

o   The Schedule or Assign option is explained in Sections 10.14 and 10.15. This option enables you, and other authorized persons, to schedule task training events and mark the completion of training/evaluation.

o   The Certify option is explained in Section 10.16. This option enables you to certify the individual on tasks for which training has been completed and the individual can perform satisfactorily.

o   The remaining options are explained below:

    -    The Breakdown option enables you to review how a task has been broken down (in terms of subtasks and objectives), and whether or not training/evaluation materials exist in the AOTS for the task. You will review breakdown data to identify how training will be, or is being, accomplished for a task.

- The <u>Review Status</u> option enables you to review the training status for a task; status of training events; and data that identify the Trainer and Evaluator for the task. You will review status data to determine and monitor the individual's training progress in regard to a task (i.e., whether or not training has been scheduled, is occurring or has been completed); and to determine who is responsible for accomplishing the training/evaluation for the task.

- The <u>Task Search</u> option enables you to specify a task you want to review, instead of paging through the screens looking for the task.

- The (PgDn) and (PgUp) options enable you to scroll through the screens of tasks, either forward (PgDn) or backwards (PgUp).

When you review an individual's task training requirements on line, you can obtain breakdown and status data for a task only if:

o   The Task ID for the task can be seen on the screen, and

o   At least one behavioral objective exists for the task.

STEP 9:   Determine the tasks for which you want to rev w breakdown or status data (data is reviewed for only one task at a time). Ensure the Task ID for the task can be seen on the screen. If the desired Task ID cannot be seen on the screen:

Select the Task Search option: Enter T (or t) and press (RETURN). Then, enter the Task ID and press (RETURN),

-- OR --

Press the (PgDn) or (PgUp) keys to scroll through the pages until the desired Task ID can be seen.

STEP 10:   Review the Task Breakdown data or Training Status data for the task.

<u>To review BREAKDOWN data</u>:

Select the Breakdown option: Enter B (or b) and press (RETURN). Then, enter the number corresponding to the desired Task ID and press (RETURN). Once you complete your review of the available data, proceed to Step 11.

o   If no behavioral objectives exist in the AOTS for the task, you will see a prompt. Training for the task is accomplished off line, without the support of the AOTS. (The AOTS Scheduler and ITR Editor can access data for a task only when one or more behavioral objectives exist for the task.)

o   If one or more behavioral objectives exist for the task, you will see the Task Breakdown screen. If materials exists in the AOTS for the task, you will see the word "Available" under the Materials column for one or more of the events.

- One exception is the acronym "CAI," which appears if a CAI lesson exists in the AOTS for a Knowledge Training Event. If a CAI lesson exists, the individual will accomplish the knowledge training event on line by reviewing the lesson.

- When "Available" is reflected for a Knowledge Training Event it means that other types of training materials (film, sound-on-slide, text, etc.) have been defined in the AOTS for the task. The individual will accomplish the event off line, using one or more of the materials defined for the task.

- When "Available" is reflected for a Knowledge Evaluation event, it means that a knowledge test exists in the AOTS. The event may be accomplished on line or off line, using the test to evaluate the individual's knowledge about the task before further training occurs.

- When "Available" is reflected for a Performance Evaluation event, it means that an Oral Test Guide (OTG) and Performance Evaluation Checklist (PEC) exists in the AOTS for the task. The event is accomplished off line, whereby an Evaluator uses these evaluation materials to observe and record the individual's performance of the task to determine whether or not further training will be required.

- When "Available" is not reflected for an event, it means that the event will be accomplished off line, using training or evaluation materials that exist outside of the AOTS.

To review Task Status data:

Select the Review Status option: Enter R (or r) and press ⌷RETURN⌷. Then, enter the number corresponding to the desired Task ID and press ⌷RETURN⌷.

o   The status of the task is reflected on the screen, at the right of the Task ID.

- If the status is "None," it means that training for the task has not yet been assigned or scheduled.

- If the status is "Awaiting Certification," it means that training for the task is being accomplished off line, without the support of the AOTS (because there are no objectives for the task in the system), or that training has been completed for the task and the task requires certification.

- If the status is "In Progress," you may obtain further training status data for each event that applies to the task.

    Table 7-1 of the handbook provides descriptions for the status of training/evaluation events. You may select the Event Display option for any event with a status of Assigned, Scheduled, Reassigned or Rescheduled. (These types of status reflect that the event will occur in the future or is occurring now.) Once you select the Event Display option and specify the event for review, the applicable on-line Event Notice is displayed. At that point, the screen provides a prompt with

further options which enable you to print the event notice; list the resources that are required to accomplish the event; and review the ATR of any trainee participating in the event.

Additionally, you may review data that identifies the trainer and evaluator for the task, by selecting the Identify Trainer/Evaluator option.

STEP 11: Select the Quit option as many times as required to return to the list of tasks in the individual's ITR. You may continue reviewing data for other tasks by repeating Steps 9 and 10 for each task. To review data for other training requirements, select the Quit option from the Task Training Requirements screen and then proceed to Step 12. To discontinue your review of ITR data, proceed to the last step.

STEP 12: Select the Update or Schedule Training Option (Enter 1 and press ⌐RETURN⌐). This returns you to the screen which identifies the different types of training requirements that exist for an ITR.

STEP 13: Select the option corresponding to the type of training requirement for which you desire to review data. (Remember, you are able to review data for only one type of requirement at a time.)

A screen is displayed which lists the individual's training requirements.

o   If the individual does not require training, the screen will be blank except for the prompt at the bottom. Since there are no data to review, select the Quit option and then, repeat Steps 12 and 13 for another type of requirement.

o   If the individual does require training, the data shown on the screen includes:

-    The Course ID and Course Title for all the courses for which the airman requires training.

NOTE:	When you review Contingency Tasks, you will see Task IDs and Task Statements, instead of Course IDs and Course Titles.

-    The training status of the course: Unassigned or Scheduled. "Unassigned" means training has not yet been scheduled; and "Scheduled" means training is to occur (on a specified date at a specified time), is occurring, or has occurred.

The prompt at the bottom of the screen contains several options:

o   The Add to end, Insert and Delete options are explained in Section 10.13. These options enable you to specify and rank order the individual's requirements.

o   The Schedule or Assign option is explained in Section 10.14. This option enables you to schedule the training requirements for this individual.

o   The Event display option enables you to review the on-line Event Notice that applies to a requirement. Once you select the Event Display option, and select the requirement for review, the on-line Event Notice is displayed. The notice identifies when the training occurs, as well as other information. This option applies only when the status of the training requirement is reflected as "Scheduled."

o   The Cancel Assignment option enables you to cancel an event, and the Mark Complete option enables you (or the training manager) to mark the completion of the training.

STEP 14:   Review the available data, as desired. Select the Quit option once you have completed your review of the data.

    To continue reviewing other training requirements, repeat Steps 12 - 14 for each type of training requirement for which you desire to review data. Once you have completed your review of the person's ITR, proceed to the last step.

LAST STEP

    Select the Quit option (enter Q and press return) as many times as required until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

10.9 Review an Individual's Training Schedule

As a SUPERVISOR, you will sometimes need to review the training event schedules of airmen under your supervision. The Airman Training Record Manager of the AOTS provides you an efficient way to do this. This section of the User's Handbook describes the procedure for accessing training event schedules for airmen.

NOTE:	You will only be able to access the schedules for airmen who are on your supervision list.

```
SUP827.001    Advanced On-The-Job Training System (AOTS)    30 Nov 88
1.2                        Primary Access Menu


           1. Personal Training Information
           2. Training Management
           3. Master Task List (MTL) Interface
           4. Position Requirements

           q. Quit This Menu


           Select Option:  2




10-9-1
```

To access an individual's current Training Schedule data, you must first access the ATR Manager (one of the AOTS Editors). To access the ATR Manager you must perform Steps 1 and 2 below.

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter a 2 and then press `RETURN`.

```
SUP827.886                    Training Management              38 Nov 88
1.2


              1. Training Scheduler
              2. Airman Training Record (ATR) Manager
              3. Reporting Programs
              4. Qualification Assessment
              5. Off-Line Test Control
              6. Off-Line Test Scoring
              7. Access existing Event

              q. Quit This Menu


                 Select Option:  2




  10-8-2
```

Select the Airman Training Record (ATR) Manager option from the Training Management menu.

STEP 2:   <u>SELECT THE ATR MANAGER OPTION</u>. Enter a 2; then press ⌈RETURN⌋.

```
MGT832.886     Advanced On-The-Job Training System (AOTS)      38 Nov 88
1.8              Airman Training Record (ATR) Manager


              1. Display a Training Record
              2. Edit a Training Record
              3. Print Training Record
              4. Identify a new Duty Position

              q. Quit This Menu


                 Select Option:  2_




  10-8-3
```

In this function you will be editing an airman's training record.

STEP 3:   <u>SELECT THE EDIT</u> A TRAINING RECORD OPTION. Enter a 2 and then press ⌈RETURN⌋.

This command will cause the Prompt (I)dentify Airman from List, (E)nter Specific (Q)uit to appear.

STEP 4:   <u>SELECT THE IDENTIFY AIRMAN FROM LIST OPTION</u>. Enter an I (or i) and then press ⌈RETURN⌋.

```
MGT032.007              Training Record Manager              30 Nov 88
1.0                     Group Selection Screen


           SSAN            RANK                    NAME
        _____        _____          _____
    1.  000000003         A1M               Acorn, Henrietta
    2.  000000001         SrA               Adams, Pat A.
    3.  000000002         SrA               Apple, John A.
    4.  000000005         Sgt               Baker, Jane C.
    5.  000000006         MSgt              Bradberry, Allen K.








       use <cursor> keys, or {(Enter <field number>, <q> quit) & <return>}  3_


10-0-4
```

Your supervision list is displayed, from which you select the airman whose status you wish to review.

You can access the records of only one individual at a time.

👉 **STEP 5:**   **SELECT THE AIRMAN.** Enter the field number corresponding to the airman and then press `RETURN`.

```
MGT032.005              Airman Training Record (ATR) Manager    30 Nov 88
1.0                     Training Record for SrA Apple, John A.



           1. Individual Training Requirements
           2. Personnel Data
           3. Training History Data
           4. Access Level
           5. Print a Training Record

           q. Quit This Menu


              Select Option: 1






10-0-5
```
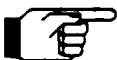
Training Schedules information for an airman is accessed through the airman's ITR.

👉 **STEP 6:**   **SELECT THE INDIVIDUAL TRAINING REQUIREMENTS OPTION.** Enter a 1 and then press `RETURN`.

```
NCT838.883          Individual Training Requirements        6 Jan 89
1.5                      Select Action Desired


            1. Update or Schedule Training
            2. Training Schedules Information
            3. Position Task Qualification Status
            4. Print Training Requirements
            5. Print Training Schedules
            6. Print Position Task Qualifications
            7. Access General ITR

            q. Quit This Menu



            Select Option:  2_




10-8-8
```

The individual's current Training Schedule can be printed and reviewed off line, or can be reviewed on line. The screen you are viewing (illustrated at the left) contains two options for obtaining Training Schedule data.

Proceed to Step 7 if you want to print the person's Training Schedule. Proceed to Step 8 if you want to review the person's Training Schedule on line.

The Training Schedule helps you determine the training requirements the individual is currently involved with.

o   The schedule identifies each event for which the individual is the trainee, trainer or evaluator. An Event ID and training identification data is provided for each event.

o   The schedule identifies when each event is to occur. If there are no start/end times, the event is to be accomplished as soon as possible; if there are start and end times, the event is to be accomplished during that timeframe.

-    The events required to be accomplished as soon as possible are displayed at the top of the schedule. The events required to be accomplished during specified time frames are then listed, and are sorted based on the time frame for each event (the earlier the time frame, the higher the event is listed on the schedule).

-    An event remains listed on the individual's Training Schedule until the event is marked complete.

STEP 7:   **SELECT THE PRINT TRAINING SCHEDULES OPTION.** Enter 5 and press CRETURN.

A prompt is displayed advising you that the print is taking place. **PRESS RETURN** as prompted. In a few minutes, the individual's current training schedule is printed at your designated AOTS Workstation printer. If you desire to review the training schedule data on line, proceed to Step 8; if you do not desire to review the training schedule on line, proceed to the last step of this function.

STEP 8:   **SELECT THE TRAINING SCHEDULES INFORMATION OPTION.** Enter 2 and press CRETURN.

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If the individual is not currently involved with accomplishing training events, the following prompt is seen: No Training Schedule Exists for this Individual. Since there are no data to review, proceed to the last step of this function.

If the individual is involved with accomplishing training events, his/her Training Schedule is displayed.

```
MGT848.001        Training Schedule for SrA Apple, John A.        3 Jan 89
1.4
     Event      Start/End Time      Training Type/Identification
  1. 88294                          Task Training
                                    F18044-T-982-Knowledge Training
  2. 88295                          Task Training
                                    F18044-T-982-Knowledge Evaluation
  3. 88383                          Task Training
       .                            F88278-T-1774-Performance Evaluation
  4. 88318      02 Dec 1988 1288    Ancillary Courses
               24 Dec 1988 1288    AT8883
  5. 88453      25 Dec 1988 1588    Contingency Tasks
               25 Dec 1988 1688    CT8887
  6. 88452      38 Jan 1989 8788    Additional Duty Courses
               38 Jan 1989 1788    AD8813




Enter (E)vent Display, (C)ancel Assignment, (M)ark Complete, (Q)uit ?

10-0-7
```

The screen illustrated at the left provides an example of how a Training Schedule appears on line.

👉 **STEP 9:** **REVIEW THE TRAINING SCHEDULE DATA, AS DESIRED.** Once you complete your review, proceed to the last step.

For task training events, you must select the Event Display option (from the prompt at the bottom of the screen) to determine if the individual is the trainee, trainer or evaluator for an event. Once you select the Event Display option (by entering E or e and pressing ⌜RETURN⌝), you will then select the event for review (by entering the number corresponding to the desired event and pressing return). At that point, the applicable on-line Event Notice is displayed, which includes data identifying the Trainer or Evaluator for the event as well as the trainee for the event.
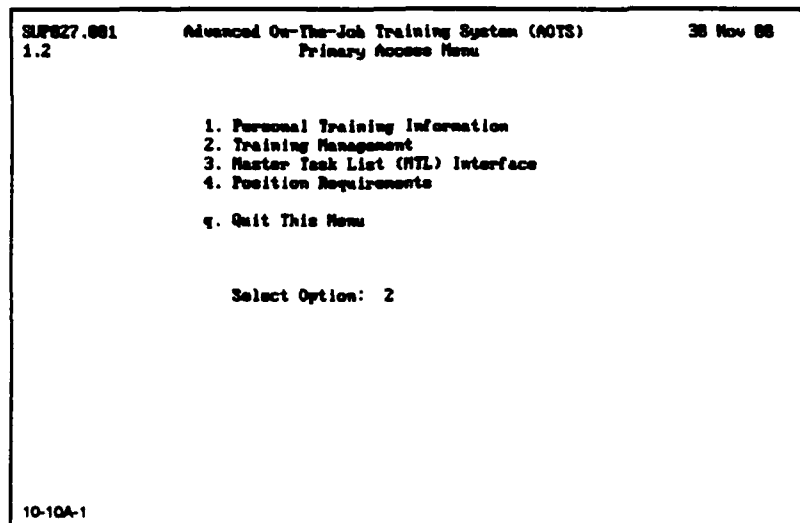
For other training events (not task training), the individual is always the trainee.

LAST STEP

Continue to Quit each screen (by entering Q or q and pressing ⌜RETURN⌝), until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system or you may perform another AOTS function.

10.10 Decertify an Airman on a Task

Each task that an airman must perform in their individual current duty position is listed on the individual's Position Qualification Status List. If you or the airman review the position qualification status data and determine that one or more of the tasks listed as "certified" should not have been, you must complete the procedures outlined in this section.

```
SUP827.001      Advanced On-The-Job Training System (AOTS)      30 Nov 88
1.2                        Primary Access Menu


          1. Personal Training Information
          2. Training Management
          3. Master Task List (MTL) Interface
          4. Position Requirements

          q. Quit This Menu


          Select Option:  2




10-10A-1
```
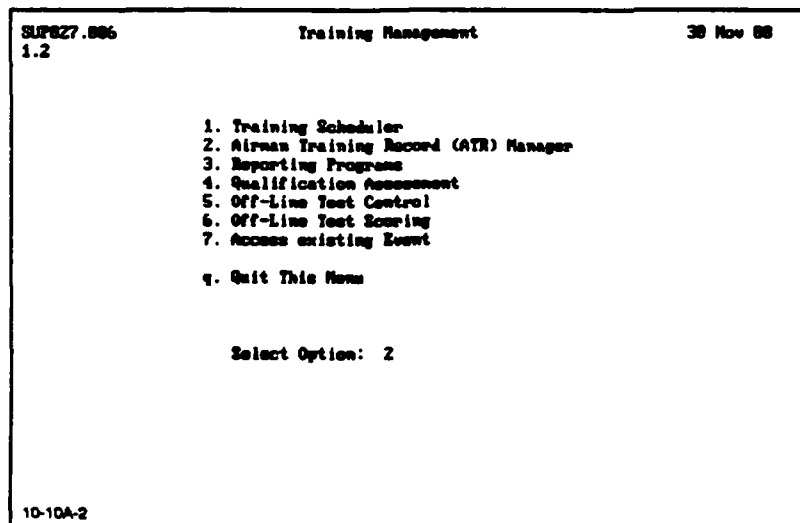
To decertify a task, you must access the airman's ATR. An ATR is accessed by using the editor referred to as the ATR Manager. The ATR Manager is accessed by selecting the Training Management option appearing on the AOTS Primary Access Menu (illustrated at the left).

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and press RETURN.

```
SUP827.006              Training Management              30 Nov 88
1.2


          1. Training Scheduler
          2. Airman Training Record (ATR) Manager
          3. Reporting Programs
          4. Qualification Assessment
          5. Off-Line Test Control
          6. Off-Line Test Scoring
          7. Access existing Event

          q. Quit This Menu


          Select Option:  2




10-10A-2
```

The ATR Manager option can now be seen on the screen (as illustrated at the left).

STEP 2:   **SELECT THE AIRMAN TRAINING RECORD (ATR) MANAGER OPTION.** Enter 2 and press RETURN.

```
MG7832.006        Advanced On-The-Job Training System (AOTS)    30 Nov 88
1.0                   Airman Training Record (ATR) Manager


            1. Display a Training Record
            2. Edit a Training Record
            3. Print Training Record
            4. Identify a new Duty Position

            q. Quit This Menu


            Select Option: 2




10-10A-3
```

To revise data in an indi-vidual's ATR, you must select the EDIT option.

STEP 3: **SELECT THE EDIT A TRAINING RECORD OPTION.** Enter 2 and press CRETURN).

```
MG7832.006        Advanced On-The-Job Training System (AOTS)    30 Nov 88
1.0                   Airman Training Record (ATR) Manager


            1. Display a Training Record
            2. Edit a Training Record
            3. Print Training Record
            4. Identify a new Duty Position

            q. Quit This Menu


            Select Option: 2




   (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I
10-10A-4
```

You may identify the indi-vidual by entering his/her SSAN, or by selecting the person from those listed on your Supervision List.

If you select the E option, you will then enter the per-son's SSAN. You will not see the next screen illustrated, nor will you perform Steps 4 and 5.

STEP 4: **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter I (or i) and press CRETURN).

```
RGTB32.087                Training Record Manager              30 Nov 88
1.8                       Group Selection Screen

            SSAN           RANK               NAME
          ─────────    ──────────    ─────────────────────
          1. 888888883    AMN         Acorn, Henrietta
          2. 888888881    SrA         Adams, Pat A.
          3. 888888882    SrA         Apple, John A.
          4. 888888885    Sgt         Baker, Jane C.
          5. 888888886    MSgt        Bradberry, Allen K.




     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)   3

10-10A-5
```

The persons that appear on your Supervision List are now displayed. You may access only one person's ATR at a time.

 STEP 5:   **SELECT THE AIRMAN WHOSE ATR YOU WANT TO ACCESS.** Enter the number corresponding to the desired airman and press ⌐RETURN⌐.

```
RGTB32.085           Airman Training Record (ATR) Manager      30 Nov 88
1.8                  Training Record for SrA Apple, John A.



        1. Individual Training Requirements
        2. Personnel Data
        3. Training History Data
        4. Access Level
        5. Print a Training Record

        q. Quit This Menu


        Select Option:  1




10-10A-6
```

To decertify the airman on a task that must be performed in their individual current duty position, you must access the Position Qualification Status List. This list is among the airman's ITR data.

 STEP 6:   **SELECT THE INDIVIDUAL TRAINING REQUIREMENTS OPTION.** Enter 1 and press ⌐RETURN⌐.

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```
HGT838.883        Individual Training Requirements        6 Jan 89
1.5                    Select Action Desired


          1. Update or Schedule Training
          2. Training Schedules Information
          3. Position Task Qualification Status
          4. Print Training Requirements
          5. Print Training Schedules
          6. Print Position Task Qualifications
          7. Access General ITR

          q. Quit This Menu


          Select Option:  3




10-10A-7
```

You can see the option for Position Qualification Status on this screen.

STEP 7:   **SELECT THE POSITION TASK QUALIFICATION·STATUS OPTION.** Enter 3 and press ⌐RETURN⌐.

```
HGT854.885        Position Task Training Requirements        6 Jan 89
1.5                    For SrA Apple, John A.

  5. Task ID:  F18848              Status:     Certified
     Cert Date: 86 Jan 1987        Recert. Due:86 Jan 1990
CONDUCT A WHEELING SEARCH OF A SUSPECT


  6. Task ID:  F18838              Status:     Certified
     Cert Date: 15 Sep 1987        Recert. Due:15 Sep 1988
DEPLOY IN RESPONSE TO AN ALARM SIGNAL







Enter (B)reakdown, (T)ask Search, (D)ecertify Task, PgUp, (Q)uit ? d

10-10A-8
```

The airman's Position Qualification Status information normally involves more than one screen of data.

You are able to decertify only one task at a time. The Task ID that applies to the task being decertified must be one of those Task IDs appearing on the screen. If the desired Task ID cannot be seen on the screen, complete one of the following actions:

> o   Press the ⌐PgDn⌐ or ⌐PgUp⌐ key, as many times as necessary, until the desired Task ID appears on the screen, <u>or</u>

o   Select the Task Search option (enter T or t and press ⌐RETURN⌐); then, enter the desired Task ID and press ⌐RETURN⌐.

Once the Task ID for the task being decertified can be seen on the screen, proceed to Step 8.

STEP 8:   **SELECT THE DECERTIFY TASK OPTION.** Enter D (or d) and press ⌐RETURN⌐.

```
MGT054.005          Position Task Training Requirements           6 Jan 89
1.5                      For SrA Apple, John A.

  5. Task ID:  F19048              Status:     Certified
     Cert Date: 06 Jan 1987        Recert. Due:06 Jan 1990
CONDUCT A WHEELING SEARCH OF A SUSPECT


  6. Task ID:  F19039              Status:     Certified
     Cert Date: 15 Sep 1987        Recert. Due:15 Sep 1988
DEPLOY IN RESPONSE TO AN ALARM SIGNAL






                   Select the task for Decertification
                      Use <page up> key for paging.
         Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  5_

10-10A-9
```

Now you must identify the task that you want to decertify. The status of the task will currently be reflected as "certified."

STEP 9:   **SELECT THE TASK TO BE DECERTIFIED.** Enter the number corresponding to the task and press ⌐RETURN⌐.

The status is automatically changed to "None" once the decertification update is processed by the system.

o   The task is automatically removed from the training history portion of the individual's ATR.

o   The task is also automatically added to the airman's ITR. The task is placed at the end of the tasks listed in the person's ITR; therefore, you may have to later reorder the ITR to ensure the training priority is correctly established (refer to Section 10-18).

o   You may continue to decertify other tasks by repeating Steps 8 and 9 for each task.

LAST STEP

Continue to Quit each screen until the AOTS Primary Access Menu appears on the screen. At that point you may quit the menu and log off the system, or you may proceed with another function.

10.11 Access Task Data

As a SUPERVISOR, you will find a frequent need to review, search for and print various types of information for tasks performed by the airmen you supervise. You will be working within the MASTER TASK LIST (MTL) EDITOR each time you need to obtain task data from the AOTS.

Task data will help you ensure that training programs are properly planned and executed. There are more than 20 types of data you can obtain for tasks. The list below identifies the data you will access most:

o   Subtasks (data which breaks down a task into smaller components),

o   Activities (data which breaks down a task or subtask into performance steps),

o   Knowledge and skills airmen require in order to perform a task,

o   Resources necessary when performing a task,

o   Other information sources (outside of the AOTS) which identify task performance requirements, and

o   Behavioral Objectives (data which identifies the behavior, standards, and conditions under which a task is performed).

Not all tasks, however, contain the same data.

o   Some tasks are not trained in the workplace via OJT. For those tasks, task analyses are not performed; therefore, there are limited data for them in the AOTS.

o   For each task trained at the job-site, a complete task analysis is conducted, and the resulting data are updated into the AOTS by the Instructional Systems Team (IST) at Bergstrom AFB. Additionally, the IST develops and updates behavioral objectives data, CAI lesson materials, knowledge tests, or performance evaluation materials for many of the tasks they analyze. Since task analysis and training/evaluation development continues, task data will also continue to be updated using the MTL Editor. When you are using task data to develop or conduct training, you should review or obtain a current hard copy of the task's data to ensure you have the most recent available data.

You should review this ENTIRE section before you proceed with any of the procedures covered on the next few pages. This portion of the handbook contains only "need to know" task information. Once you become familiar with the AOTS, you should also take the time to access the HELP screens, to learn about the data not presented in this section.

BEFORE YOU CAN BEGIN ACCESSING TASK INFORMATION, YOU NEED TO KNOW THE FOLLOWING:

o   The CAFSCs of the airmen you supervise.

- The AOTS will restrict your access to those MTLs that correspond to the CAFSCs of the airmen you supervise. If you are not sure of the CAFSCs of the airmen appearing on your Supervision List, you can access the Personnel Information within their ATRs, to identify their CAFSCs. (See Section 9.2).

o   The TASK ID(s) for which you want to obtain information for.

- Within the AOTS, tasks have been sorted by Task ID. A Task ID is a six digit code, where the first character is always a letter and the remaining five characters are numbers.

- You will find Task IDs listed: in airmen's Training History and Individual Training Requirements; on Training Schedules/Notices and Position Requirements; and on hard copies of task data.

- Generally, you will need to determine what task(s) you want to access before any task data can be obtained, as you will be inputting the Task ID(s) as part of the process. However, there is also a search capability for task data, if you do not know the Task ID(s) that apply.

The first four steps involve the AOTS paths available to you for accessing the MTL Editor.

```
SUP827.881        Advanced On-The-Job Training System (AOTS)        38 Nov 88
1.2                        Primary Access Menu


            1. Personal Training Information
            2. Training Management
            3. Master Task List (MTL) Interface
            4. Position Requirements

            q. Quit This Menu



            Select Option:  3_




10-10-1
```

Earlier, in Section 6.1.2, you learned that task data are contained within the Master Task List (MTL) for each Air Force Specialty (AFS).

All users' access into task data are initially through Option 3 of the AOTS Primary Access Menu, illustrated to the left.

STEP 1:   **SELECT THE MASTER TASK LIST (MTL) INTERFACE OPTION.** - Enter 3 and press ⌧RETURN⌧.

```
MCTB15.881              AFS Selection Menu              6 Jan 89
1.6
            Please select the desired AFSC:

            1. 452X4   Tactical Aircraft Maintenance
            2. 454X0   Aerospace Propulsion
            3. 732X0   Personnel
            4. 811XX   Security Police

            q. Quit This Menu


            Select Option:  4




10-10-2
```

If all the airmen you supervise have the same CAFSC, you will not see the screen illustrated here, therefore, you will not perform Step 2. (You are automatically provided access into the MTL for that CAFSC.)

If the airmen you supervise have different CAFSCs, you are authorized to access only the MTLs that correspond to those CAFSCs.

STEP 2:   **SELECT THE OPTION CORRESPONDING TO THE AFS FOR WHICH YOU WANT TO ACCESS THE MTL AND PRESS ⌧RETURN⌧.**

A MASTER TASK LIST is a list of all tasks commonly performed in an AFS, and a collection of data that pertains to these tasks. Each MASTER TASK LIST has been broken down into two parts:

o   FINAL MTL, which contains tasks commonly performed AFS-wide

- and -

o   FINAL LOCAL-NEW TASK LIST, which contains tasks

-        performed only locally,

OR

-        "new" tasks which are caused by new equipment, changes in procedures or policies, etc., where new performance steps, or new skills and knowledges, have to be trained and learned. Once a "new" task has been completely analyzed by the IST, the task (and all updated data from the analysis) are moved to the Final MTL.

```
MCT863.861              Choose Task List to Access        38 Nov 88
2.8                     811XX  Security Police



        1. Final Master Task List
        2. Final MTL/ Local - New Task List

        q. Quit This Menu



        Select Option: 1_








10-10-3
```

MOST of the tasks you will be accessing are contained on the Final Master Task List.

IF the tasks you are accessing are only performed locally, or are "new" tasks, they exist on the Final Local-New Task List.

Once you select the part of the MTL to access, the remaining procedures are the same for both parts of the list.

STEP 3:   **SELECT THE PART OF THE MTL TO ACCESS.** Enter 1 or 2 and then press (RETURN).

NOTE:	To distinguish between AFS-WIDE and LOCAL/NEW tasks, a numbering scheme has been established within the AOTS.
	AFS-wide Task ID numbers range from 00001 to 60000. Local/New Task ID numbers range from 60001 to 99999.
	You need to know the Task IDs for which you are obtaining data, so that you can correctly select the part of the MTL that contains those Task IDs.

```
MCT883.834          Master Task List Editor          30 Nov 88
2.0                 811XX  Security Police
```

```
                1. Display
                2. Search
                3. Print
                4. Access Different Task List

                q. Quit This Menu


                Select Option:  1




10-10-4
```

You are now within the MTL Editor. The screen to the left illustrates the MTL Editor Main Menu. The remainder of this section provides procedures for the first three options listed on the menu.

The DISPLAY option is covered in Steps 4 through 54. The SEARCH option is covered in Steps 55 and 56. The PRINT option is covered in Steps 57 through 61.

If all the individuals you supervise have the same CAFSC, you will not see Option 4. If you select Option 4, you will be returned to Step 2.

STEP 4:　　　　**SELECT THE DISPLAY OPTION.** Enter a 1 and then press ⌐RETURN⌐.

```
MCT883.883          Select Task(s) to Process         30 Nov 88
2.0                                                   OVERWRITE


                1. Entire Task List
                2. Specific Task Id
                3. Task Range

                q. Quit This Menu


                Select Option:  2


                    Enter task id :  P18838




10-10-5
```

This screen allows you to identify the task(s) you want to display. If you select to display data for a specific task, you will then need to input the TASK ID, as illustrated here.

- OR -

If you select to display data for a range of tasks, you will then need to input the Task ID for the first task in the range, and then the Task ID for the last task in the range. (It is recommended that you keep within a range of no more than five Task IDs at a time.)

STEP 5:　　　　**SELECT ONE OF THE OPTIONS AND PROVIDE THE TASK ID(s) AS REQUIRED.** (See NOTE on the next page) For the example, the Specific Task ID option was selected.

NOTE:	The first time you are reviewing tasks, you should select SPECIFIC TASK to make it easier for you to learn, and get used to, the MTL Editor. When you select the TASK RANGE option, you will repeat the remaining procedures for each task in the range, one task at a time. Since each MTL contains roughly 1000 tasks, it is not recommended that you select ENTIRE TASK LIST.

```
MCTB83.825              MTL Editor - Task Id : F18838        38 Nov 88
2.8                            Menu 1


            1. Task Statement
            2. Task Objectives
            3. Task Training Module
            4. Occupational Survey Data
            5. Task References
            6. Weapon Systems
            7. Next Menu

            q. Quit This Menu



            Select Option:  1




10-10-6
```

For each task, there are four primary menus that contain options corresponding to the type of data you may display. The screen to the left illustrates the first of these four primary menus.

MENU 1 contains three options you "need to know." . . Task Statement, Task Objectives, and Task References. (For the other options, see HELP.)

Step 6 allows you to display the Task Statement and other identification data for this task.

STEP 6:   **SELECT THE TASK STATEMENT OPTION ON MENU 1.** Enter a 1 and then press ⌐RETURN⌐

```
MCT883.812            NTL Editor - Task Id : F18838         38 Nov 88
2.8                          Task Description

   Task Id : F18838        Version :      5

   Task Statement :
   DEPLOY IN RESPONSE TO AN ALARM SIGNAL




   Author :          Rick Booth



   Last Modified by : Richard L Booth




              Enter <q> and press <Return>        Q



10-10-7
```

The Task Description screen identifies the Task ID, Task Statement, and Task Author for this task. Task IDs and Statements you review here are the same IDs/Statements you will see when you print or review ATRs, ITRs, training schedules, task training notices, OPTRs and GPTRs.

All tasks, whether analyzed or not, contain a Task ID and Task Statement.

STEP 7:   <u>QUIT THE TASK DESCRIPTION SCREEN.</u> Enter a Q (or q) and then press <u>RETURN</u>. Menu 1 will reappear.

```
MCT883.825            NTL Editor - Task Id : F18838         38 Nov 88
2.8                          Menu 1



         1. Task Statement
         2. Task Objectives
         3. Task Training Module
         4. Occupational Survey Data
         5. Task References
         6. Weapon Systems
         7. Next Menu

         q. Quit This Menu


         Select Option: 2_





10-10-8
```

The next step allows you to review behavioral objective data for this task.

STEP 8:   <u>SELECT THE TASK OBJECTIVES OPTION ON MENU 1.</u> Enter a 2 and then press <u>RETURN</u>.

```
MCT883.839    E v a l u a t i o n  S u b S y s t e m        30 Nov 68
2.8                     Access Menu


              1. Behavioral Objectives Editor

              q. Quit This Menu


              Select Option:  1







10-10-9
```

At this point, the MTL Editor interfaces with Evaluation Editors. As a SUPERVISOR, your access is restricted to the Behavioral Objectives Editor.

STEP 9:   **SELECT OPTION 1 TO ACCESS THE BEHAVIORAL OBJECTIVE EDITOR.** Enter a 1 and then press ⌐RETURN⌐.

```
EVL881.883    Behavioral Objective Editor            30 Nov 88
1.9           Display Behavioral Objective Data


              1. Task/SubTask Statement
              2. Objective Statement
              3. References
              4. Resources
              5. Training Materials

              q. Quit This Menu


              Select Option:







10-10-10
```

The screen illustrated to the left identifies the kinds of data accessible for each objective that applies to the task.

STEP 10:   **SELECT EACH OPTION, ONE AT A TIME, AND REVIEW THE BEHAVIORAL OBJECTIVE DATA THAT HAS BEEN DEVELOPED FOR THIS TASK. (See NOTE: on the next page)** Enter the option number and then press ⌐RETURN⌐.

If the task has not been analyzed, the AOTS will provide a message on the screen advising you that Behavioral Objective data does not exist for this task. Press ⌐RETURN⌐ as prompted and proceed to Step 11.

This section does not illustrate any further screens/accesses/options you will encounter when you select these options. Each menu and data screen you will see is self-explanatory, and you may access HELP screens if you have any questions.

NOTE: You should review behavioral objective data, to determine

- o   what airmen should know and be able to perform once trained and evaluated on this task

- o   the available information sources where you can obtain the task's performance policies and procedures

- o   the resources required to train, evaluate and perform this task, in order to achieve the behavioral objective

- o   the materials available (on line and off line) for requisite knowledge training for this task.

STEP 11:   **QUIT THE DISPLAY BEHAVIORAL OBJECTIVES DATA SCREEN and QUIT THE EVALUATION SUBSYSTEM ACCESS MENU.** Enter a Q (or q) and then press ⌐RETURN⌐ followed by another Q (or q) and pressing ⌐RETURN⌐. Menu 1 will reappear.

```
MCT083.025          MTL Editor - Task Id : F18838          38 Nov 88
2.8                          Menu 1

              1. Task Statement
              2. Task Objectives
              3. Task Training Module
              4. Occupational Survey Data
              5. Task References
              6. Weapon Systems
              7. Next Menu

              q. Quit This Menu


              Select Option:  5




10-10-11
```

The last option covered in this section for Menu 1 is Task References (publications).

STEP 12:   **SELECT THE TASK REFERENCES OPTION ON MENU 1.** Enter a 5 and then press ⌐RETURN⌐.

```
MGT082.888              TASK PUBLICATIONS Editor              30 Nov 88
2.8                        Publication(s) Referenced

        Identification, (Volume), (Supplement) and Title        Status

        AFR 125-3
SECURITY POLICE HANDBOOK

        AFR 125-37
THE RESOURCES PROTECTION PROGRAM

        ESBI D-18
SEARCH INDIVIDUALS AND VEHICLES.  SEARCH BUILDINGS AND AREAS

        ESBI E-4
CHALLENGE AND IDENTIFY PERSONS, APPREHEND AND DETAIN INTRUDERS/SUSPECTS

        ESBI E-6
RESPOND TO ALARMS, DEPLOY AS A MEMBER OF AN ARMED FORCE

        ESBI G-4
INVESTIGATING MINOR CRIMES AND INCIDENTS

                    Enter (q) and press (Return)          Q_


10-10-12
```

These data reflect the publications where task performance information can be found. Publications include Technical Orders, AF Regulations, AF Manuals, Separate Operating Procedures, etc. You should use these sources when you plan and conduct training for this task.

STEP 13: **QUIT THE PUBLICATIONS SCREEN.** Enter a Q (or q) and then press ⌐RETURN⌐. Menu 1 will reappear.

```
MGT083.825          MTL Editor - Task Id : F18838          30 Nov 88
2.8                            Menu 1


            1. Task Statement
            2. Task Objectives
            3. Task Training Module
            4. Occupational Survey Data
            5. Task References
            6. Weapon Systems
            7. Next Menu

            q. Quit This Menu


                Select Option:  7_


                        .

10-10-13
```

There are options on the four primary MTL menus which allow you to move between each menu. These options are NEXT MENU and PREVIOUS MENU.

STEP 14: **SELECT THE NEXT MENU OPTION TO GO TO MENU 2.** Enter a 7 and then press ⌐RETURN⌐.

```
MCT883.825          MTL Editor - Task Id : F18838        38 Nov 88
2.8                         Menu 2


            1. Other Systems
            2. Specialty Training Standards
            3. PAS, PAC, Duty Location Codes
            4. Certification Information
            5. Generic Position Task Reqmts
            6. Previous Menu
            7. Next Menu

         q. Quit This Menu


            Select Option: 4_




10-10-14
```

There is one option on Menu 2 which you will "need to know": Certification Information.

Only those tasks that have been analyzed will contain accurate task certification data.

STEP 15: **SELECT THE CERTIFICATION INFORMATION OPTION ON MENU 2.**
Enter a 4 and then press ⌐RETURN⌐.

```
MCT883.818          MTL Editor - Task Id : F18838        38 Nov 88
2.8                    Task Certification Information




         Task Training Performance Requirement :

              CERTIFICATION REQUIRED


         On-The-Job Task Recertification Requirement :

         RECERTIFICATION REQUIRED EVERY 12 MONTH(S)




              Enter <q> and press <Return>          Q_

10-10-15
```

This screen advises you of two facts for this task. First, whether the airman must be certified or supervised while performing the task during training and, second, whether or not the task requires recertification on a periodic basis.

You will use this information in order to plan prerequisite training or evaluation.

The AOTS uses the task recertification data to forecast task training for each individual performing the task, 90 days before each airman requires recertification.

STEP 16: **QUIT THE CERTIFICATION SCREEN.** Enter a Q (or q) and then press ⌐RETURN⌐. Menu 2 will reappear.

```
MCT883.826              MTL Editor - Task Id : F18838              30 Nov 88
2.8                              Menu 2


            1. Other Systems
            2. Specialty Training Standards
            3. PAS, PAC, Duty Location Codes
            4. Certification Information
            5. Generic Position Task Reqmts
            6. Previous Menu
            7. Next Menu

            q. Quit This Menu


               Select Option:  7_




10-10-16
```

The next option to be covered in this section is found on Menu 3.

👉 **STEP 17:**   **SELECT THE NEXT MENU OPTION TO GO TO MENU 3.** Enter a 7 and then press ⌷RETURN⌷.

```
MCT883.827              MTL Editor - Task Id : F18838              30 Nov 88
2.8                              Menu 3


            1. Task Factors and Mandatory Performance
            2. Task Qualify Time
            3. Required Performance Resources
            4. Prerequisite Tasks
            5. Team Task Information
            6. Previous Menu
            7. Next Menu

            q. Quit This Menu


               Select Option:  3




10-10-17
```

There are two options on Menu 3 which you will access often when reviewing task data: Required Performance Resources and Prerequisite Tasks.

The AOTS contains accurate performance resources and prerequisite task data only for those tasks that have been analyzed by the IST.

👉 **STEP 18:**   **SELECT THE REQUIRED PERFORMANCE RESOURCES OPTION ON MENU 3.** Enter a 3 and then press ⌷RETURN⌷.

```
RGT883.889          HTL Editor - Task Id : F18838          38 Nov 88
2.8                 Required Performance Resources          OVERWRITE


 1. SECURITY POLICE VEHICLE


 2. PORTABLE RADIO


 3. EVIDENCE BAG(S)
CLEAR PLASTIC BAG WITH ZIP LOCK CLOSURE

 4. AF FORM 52
EVIDENCE TAG

 5. FLASHLIGHT




(Q)uit ? >                    Q_


10-10-18
```

These are the resources that must be available when airmen are required to perform this task.

STEP 19: **QUIT THE PERFORMANCE RESOURCES SCREEN.** Enter a Q (or q) and then press ⟨RETURN⟩. Menu 3 will reappear.

```
RGT883.827          HTL Editor - Task Id : F18838          38 Nov 88
2.8                        Menu 3


          1. Task Factors and Mandatory Performance
          2. Task Qualify Time
          3. Required Performance Resources
          4. Prerequisite Tasks
          5. Team Task Information
          6. Previous Menu
          7. Next Menu

          q. Quit This Menu


          Select Option:  4




10-10-19
```

The Prerequisite Task option is explained next. Prerequisite tasks are those tasks that must be performed (and therefore trained) before this task can be trained.

STEP 20: **SELECT THE PREREQUISITE TASKS OPTION ON MENU 3.** Enter a 4 and then press ⟨RETURN⟩.

```
NCT883.824        NTL Editor - Task Id : F18838        38 Nov 88
2.8               Prerequisite Task Information


                        F18844
                        F18843
                        F18842
                        F18839
                        F58883










              Enter <q> and press <Return>


10-10-20
```

If the screen is blank, there are no prerequisite tasks that apply to this task.

If prerequisite tasks do apply, the Task IDs are listed. AOTS has been structured so that training for prerequisite tasks is ranked before training for this task.

As a supervisor, you will have to consider these data when you plan the training outline and prepare/conduct training for this task.

STEP 21: **QUIT THE PREREQUISITE TASK SCREEN.** Enter a Q (or q) and then press `RETURN`. Menu 3 will reappear.

```
NCT883.827        NTL Editor - Task Id : F18838        38 Nov 88
2.8                        Menu 3


              1. Task Factors and Mandatory Performance
              2. Task Qualify Time
              3. Required Performance Resources
              4. Prerequisite Tasks
              5. Team Task Information
              6. Previous Menu
              7. Next Menu

              q. Quit This Menu


              Select Option:  ?

                        .


10-10-21
```

There are no other options on Menu 3 which are addressed in this section of the handbook. See HELP, if you have questions concerning the remaining Menu 3 options.

STEP 22: **SELECT THE NEXT MENU OPTION TO GO TO MENU 4.** Enter a 7 and then press `RETURN`. Menu 4 will appear one of two ways, depending upon whether or not this task has been broken down into subtasks.
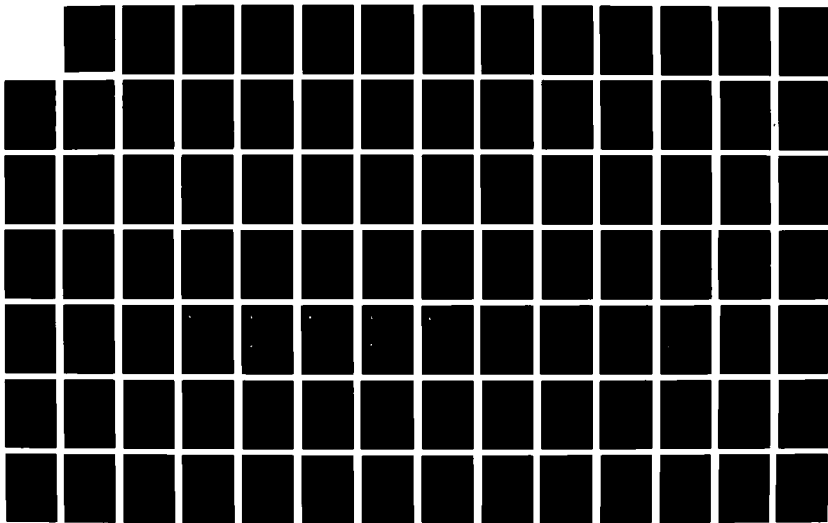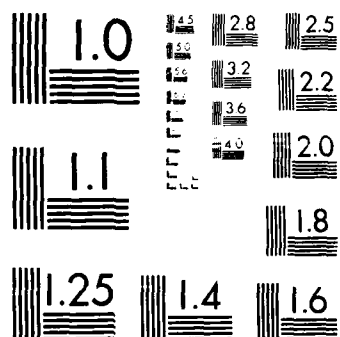
MICROCOPY RESOLUTION TEST CHART

NATIONAL BUREAU OF STANDARDS-1963-A

```
MCT883.848          MTL Editor - Task Id : F18839        38 Nov 88
2.8                          Menu 4


        1. Activities
        2. Knowledge and Skills
        3. Previous Menu

        q. Quit This Menu


        Select Option:








10-10-22
```

If this task has **not** been broken down into subtasks, Menu 4 will appear as illustrated in the top screen to the left. Steps 23 - 26 below, address the procedures that apply for these options.

- OR -

If this task has been broken down into subtasks, Menu 4 will appear as illustrated in the bottom screen. Steps 27 - 54, address the procedures that apply to subtasks.

```
MCT883.848          MTL Editor - Task Id : F18838        38 Nov 88
2.8                          Menu 4


        1. Subtasks
        2. Previous Menu

        q. Quit This Menu


        Select Option:  _








10-10-23
```

Go to Step 23 if the task you viewing has **not** been broken down into subtasks.

Go to Step 27 if the task you are viewing has been broken down into subtasks.

```
NCT883.848            NTL Editor - Task Id : F18839         38 Nov 88
2.8                        Menu 4


        1. Activities
        2. Knowledge and Skills
        3. Previous Menu

        q. Quit This Menu


        Select Option:  1






10-10-25
```

The AOTS contains Activities and Skills/Knowledge data only if the task has been analyzed by the IST.

👉 **STEP 23:**   **SELECT OPTION 1, TO REVIEW THE ACTIVITIES.** Enter a 1 and then press ⌈RETURN⌉.

```
NCTB17.881            ACTIVITIES Editor              38 Nov 88
1.9


   POSITION SUSPECT WITH ARMS APART, BOTH HANDS AT SHOULDER LEVEL



   PLACE SUSPECTS ARM FLAT AGAINST A VERTICAL OBJECT SUCH AS A WALL OR A
   VEHICLE


   POSITION AND SPREAD THE SUSPECTS FEET 12 TO 18 INCHES APART



Choose Display option  PgDn (Q)uit ? Q

10-10-26
```

Activities are the steps required to perform this task. These activities are listed in the sequence that they are performed. The screen to the left shows the first three (out of nine) activities for the task illustrated. To display all the activities, you will need to use the ⌈Pg Dn⌋ key.

For some tasks, the activities are not listed. In place of performance steps, a statement referring to a Technical Order or some other reference is provided. (The reference contains the performance steps.)

You should use this information when you conduct training for this task.

👉 **STEP 24:**   **QUIT THE ACTIVITIES SCREEN.** Enter a Q (or q) and then press ⌈RETURN⌉. Menu 4 will reappear.

```
MCT883.848          MTL Editor - Task Id : F18839          38 Nov 88
2.8                            Menu 4


             1. Activities
             2. Knowledge and Skills
             3. Previous Menu

          q. Quit This Menu


             Select Option:  2







10-10-27
```

You should also review the Skills and Knowledges that are listed for this task. Only if this task is analyzed will it contain Skills and Knowledge data.

STEP 25:   **SELECT THE KNOWLEDGE AND SKILLS OPTION ON MENU 4.** Enter a 2 and then press ⌐RETURN⌐.

```
MCT818.883      M T L   S u b T a s k   P r o c e s s i n g      38 Nov 88
2.8                        Knowledge and Skills



     SEARCH TECHNIQUES/PROCEDURES


     USE OF FORCE







Choose Display option  (Q)uit ? Q


10-10-28
```

These data identify the types of knowledge and skills an airman must possess in order to perform this task.

As a supervisor, you are responsible for ensuring the airman is properly trained in the skills required for the task and that he/she has studied and knows the information necessary to accomplish the task.

STEP 26:   **QUIT THE KNOWLEDGE AND SKILLS SCREEN.** Enter a Q (or q) and then press ⌐RETURN⌐. Go to Step 54 as steps 27 - 53 apply only when a task has been broken down into subtasks.

IF THE TASK HAS SUBTASKS

```
MCT003.040        MTL Editor - Task Id : P18638        38 Nov 88
2.8                          Menu 4


         1. Subtasks
         2. Previous Menu

         q. Quit This Menu


         Select Option: 1_







10-10-29
```

Only if this task has been analyzed will it be broken down into subtasks.

STEP 27:   **SELECT THE SUBTASKS OPTION.** Enter a 1 and then press ⟨RETURN⟩.

```
MCT018.001     M T L   S u b T a s k   P r o c e s s i n g     38 Nov 88
2.8                         SubTask Editor


         1. Display
         2. Print
         3. Evaluation_Subsystem

         q. Quit This Menu


         Select Option: 1_






10-10-30
```

The Subtask Editor is an editor within the MTL Editor, which stores subtask data for tasks.

The screen to the left illustrates the Subtask Editor Main Menu where you may display each of the subtasks for this task; print each (or all) of the subtasks; or access the Behavioral Objectives for each subtask.

  o   Steps 28 - 44 apply to the DISPLAY option for subtask data.
  o   Steps 45 and 46 apply to the PRINT option.
  o   Steps 47 - 53 apply to Evaluation Subsystem option.

STEP 28:   **SELECT OPTION 1 TO DISPLAY A SUBTASK.** Enter a 1 and then press ⟨RETURN⟩.

```
MCT818.882      M T L   S u b T a s k   P r o c e s s i n g      38 Nov 88
2.8                        SubTask Selection                      OVERWRITE

















ENTER Subtask Sequence Number (Range 1 to 4) or (L)ist >  L_


10-10-31
```

This menu allows you to indicate which of the sub-tasks you want to display. The prompt advises you how many subtasks there are for this task (in the example, there are 4 subtasks).

To display a specific subtask, you ENTER the subtask number, or LIST the sub-tasks. You then SELECT the subtask you want. The list option is illustrated next.

☞ **STEP 29:**   **ENTER L, FOR LIST.** Enter a L (or l) and then press ⌐RETURN⌐.

```
MCT818.887      M T L   S u b T a s k   P r o c e s s i n g      38 Nov 88
2.8                        Current SubTask List

 1. SubTask Statement :

RESPOND TO AN ALARM SIGNAL


 2. SubTask Statement :

EVALUATE SITUATION AT AN ALARM ACTIVATION SCENE


 3. SubTask Statement :

DEPLOY FROM VEHICLE UPON ASSESSING ON-SCENE SITUATION

                     .

                  Use <page down> key for paging.
     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return))  1


10-10-32
```

This screen lists the first 3 subtasks for this task. If there are more than 3 sub-tasks, you will have to ⌐Pg Dn⌐ see the respective subtask statements.

☞ **STEP 30:**   **SELECT THE SUBTASK YOU WANT TO DISPLAY** (the example shows the first subtask being selected). Enter the number corresponding to the desired subtask and then press ⌐RETURN⌐.

```
MCTB18.804        M T L   S u b T a s k   P r o c e s s i n g      30 Nov 88
2.8                  Process Selection for SubTask F18838-881



         1. Version and Statement
         2. Knowledge and Skills
         3. Performance Resources
         4. Publications
         5. Behavioral Objectives
         6. Activities

      q. Quit This Menu



         Select Option:  1_




10-10-33
```

This screen identifies the kinds of data accessible for each subtask. You may find times when you will train airmen on a single subtask, rather than training them on the whole task at one time.

You should use the subtask data just as you use the task data; to develop training outlines and to assist you in preparing to conduct training.

Each subtask appear in the sequence in which they are normally trained and performed.

STEP 31:   **SELECT OPTION 1 TO REVIEW THE SUBTASK STATEMENT.** Enter a 1 and then press ⌐RETURN⌐.

```
MCTB18.886        M T L   S u b T a s k   P r o c e s s i n g      30 Nov 88
2.8                         Version and Statement



         SubTask Version          3


         SubTask Statement

RESPOND TO AN ALARM SIGNAL






         Press <return> to continue... _


10-10-34
```

This screen reflects the subtask statement.

STEP 32:   **QUIT THE SUBTASK STATEMENT SCREEN.** Press ⌐RETURN⌐ only.

```
MCTB18.884      M T L   S u b T a s k   P r o c e s s i n g    30 Nov 88
2.B             Process Selection for SubTask F18838-881


            1. Version and Statement
            2. Knowledge and Skills
            3. Performance Resources
            4. Publications
            5. Behavioral Objectives
            6. Activities

         q. Quit This Menu


            Select Option:  2




10-10-35
```

Knowledges and Skills required by the airmen when performing this subtask can also be reviewed. As a supervisor, you are responsible for ensuring that the airman is properly trained in the skills required for the task and that the airman has studied and knows the information necessary to accomplish this subtask.

STEP 33:   **SELECT OPTION 2 TO REVIEW THE KNOWLEDGES and SKILLS.** Enter a 2 and then press `RETURN`.

```
MCTB18.883      M T L   S u b T a s k   P r o c e s s i n g    30 Nov 88
2.B                     Knowledge and Skills


    LOCATION OF PRIORITY RESOURCES


    PREDESIGNATED ROUTES


    COVER AND CONCEALMENT


    TACTICAL DEPLOYMENT


    APPREHENSION TECHNIQUES



Choose Display option  PgDn (Q)uit ? Q

10-10-36
```

These data identify the types of skills an airman must possess in order to perform this subtask, and the knowledge the airman must have obtained before he/she can perform this subtask.

STEP 34:   **QUIT THE KNOWLEDGE AND SKILLS SCREEN.** Enter a Q (or q) and then press `RETURN`.

```
MCTB18.884      M T L   S u b T a s k   P r o c e s s i n g      30 Nov 88
2.0                Process Selection for SubTask F18838-881


          1. Version and Statement
          2. Knowledge and Skills
        · 3. Performance Resources
          4. Publications
          5. Behavioral Objectives
          6. Activities

          q. Quit This Menu



          Select Option:  3







10-10-37
```

Resources that are necessary when performing this sub-task can also be reviewed.

STEP 35:   **SELECT OPTION 3 TO REVIEW THE PERFORMANCE RESOURCES.**
Enter a 3 and then press ⌷RETURN⌷.

```
MCTB18.818      M T L   S u b T a s k   P r o c e s s i n g      30 Nov 88
2.0               Performance Resources for SubTask F18838-881


          1  SECURITY POLICE VEHICLE
          2  PORTABLE RADIO
          3  EVIDENCE BAG(S)
          4  AF FORM 52
          5  FLASHLIGHT








               (Items in YELLOW Have Been SELECTED)

(Q)uit ? q


10-10-38
```

This screen lists all performance resources that apply to the task, and highlights those resources that apply specifically to the subtask being displayed. (Although you can't see it here, resources corresponding to Data Fields 1 and 2 are highlighted in yellow, signifying that they are required when performing this subtask.)

STEP 36:   **QUIT THE RESOURCES SCREEN.** Enter a Q (or q) and then press
⌷RETURN⌷.

```
MCT818.084      M T L   S u b T a s k   P r o c e s s i n g     38 Nov 88
2.8             Process Selection for SubTask F18038-881


            1. Version and Statement
            2. Knowledge and Skills
            3. Performance Resources
            4. Publications
            5. Behavioral Objectives
            6. Activities

            q. Quit This Menu


            Select Option:  4




10-10-39
```

The publications applying to this subtask can also be reviewed.

👉 **STEP 37:** **SELECT THE PUBLICATIONS OPTION.** Enter a 4 and then press ⌈RETURN⌉.

```
MCT882.888      TASK PUBLICATIONS Editor         38 Nov 88
2.8             Publication(s) Referenced

        Identification, (Volume), (Supplement) and Title    Status

1.    AFR 125-3
SECURITY POLICE HANDBOOK

2.    AFR 125-37
THE RESOURCES PROTECTION PROGRAM

3.    ESBI E-6
RESPOND TO ALARMS, DEPLOY AS A MEMBER OF AN ARMED FORCE




    Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) Q_

10-10-40
```

These are the publications where performance information can be found for this subtask.

If you ENTER a Data Field number, you may also select to list the breakdowns that apply to the publication you select. Breakdowns are specific Chapters, Paragraphs, Tables, etc., within the publication, where performance information for this subtask can be found. (If no Breakdowns have been listed by the IST, the Breakdown Screen will be blank.)

👉 **STEP 38:** **QUIT THE PUBLICATIONS REFERENCED SCREEN.** Enter a Q (or q) and then press ⌈RETURN⌉.

```
MCTB18.884      M T L   S u b T a s k   P r o c e s s i n g      38 Nov 88
2.0             Process Selection for SubTask F18838-881


                1. Version and Statement
                2. Knowledge and Skills
                3. Performance Resources
                4. Publications
                5. Behavioral Objectives
                6. Activities

                q. Quit This Menu



                Select Option:  5




10-10-41
```

Behavioral Objectives, once developed by the IST, are also available for review.

STEP 39:   **SELECT OPTION 5 TO ACCESS BEHAVIORAL OBJECTIVES.** Enter a 5 and then press ⌷RETURN⌷.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

```
EVL881.883          Behavioral Objective Editor          38 Nov 88
1.9                 Display Behavioral Objective Data


          1. Task/SubTask Statement
          2. Objective Statement
          3. References
          4. Resources
          5. Training Materials

          q. Quit This Menu



          Select Option:  _




10-10-42
```

For the subtask you are reviewing, as for every subtask, there should be at least one Behavioral Objective.

If a Behavioral Objective has not been developed by the IST, the AOTS will provide a message on the screen advising you that No Behavioral Objective Exists. Press [RETURN] as prompted, and proceed to Step 41.

Just as you would for the task, you should view the Behavioral Objective data for the subtask, to:

☞ **STEP 40:** **SELECT EACH OPTION, ONE AT A TIME, AND REVIEW THE BEHAVIORAL OBJECTIVE DATA THAT EXIST FOR THIS SUBTASK.**

o   Determine what an airman should know and be able to perform once trained and evaluated on this subtask.

o   Determine what information sources are available for subtask performance policies and procedures.

(This section does not illustrate any other screens/prompts/options you will encounter when you select these options. Each menu and data screen you will see is self-explanatory, and you may access HELP if you have any questions.)

o   Determine the resources required when training, evaluating or performing the subtask.

o   Determine the materials that are available for requisite knowledge training for this subtask.

☞ **STEP 41:** **QUIT THE DISPLAY BEHAVIORAL OBJECTIVES DATA SCREEN.** Enter a Q (or q) and then press [RETURN].

```
MGTB18.i-M        M T L   S u b T a s k   P r o c e s s i n g      30 Nov 88
2.8               Process Selection for SubTask F10030-001


            1. Version and Statement
            2. Knowledge and Skills
            3. Performance Resources
            4. Publications
            5. Behavioral Objectives
            6. Activities

            q. Quit This Menu



            Select Option:  6_




10-10-43
```

The next step enables you to access the Activities, which are the steps required to perform this subtask.

You should review the activities to determine what steps are required, and the sequence they should be trained and performed.

STEP 42:   **SELECT OPTION 6 TO REVIEW THE ACTIVITIES.** Enter a 6 and then press ⌊RETURN⌋.

```
MCTB17.001               ACTIVITIES Editor               30 Nov 88
1.9



    ACKNOWLEDGE THE RADIO CALL FROM LAW ENFORCEMENT DESK SERGEANT (LED)



    USE THE CORRECT RESPONSE CODE WHEN DRIVING TO THE AFFECTED AREA



    USE ONE OF THE PRESCRIBED ROUTES TO THE ALARM ACTIVATION



Choose Display option  PgDn (Q)uit ?


10-10-44
```

The screen will show the first few activities. To continue your review of all activities, you must press the ⌊Pg Dn⌋ key. For the example illustrated here, the screen shows the first 3 of 41 performance steps.

STEP 43:   **QUIT THE ACTIVITES SCREEN.** Enter a Q (or q) and then press ⌊RETURN⌋.

STEP 44:   **QUIT THE SUBTASK PROCESSING MENU.** Enter a Q (or q) and then press ⌊RETURN⌋.

```
MCT818.881      M T L   S u b T a s k   P r o c e s s i n g        30 Nov 88
2.8                            SubTask Editor



             1. Display
             2. Print
             3. Evaluation_Subsystem

             q. Quit This Menu


             Select Option:  2











10-10-45
```

Steps 45 and 46 apply to PRINTING subtask data.

STEP 45:   **SELECT THE PRINT OPTION.** Enter a 2 and then press ⌈RETURN⌋.

```
MCT818.C82      M T L   S u b T a s k   P r o c e s s i n g        30 Nov 88
2.8                            SubTask Selection                    OVERWRITE














ENTER Subtask Sequence Number (Range 1 to 4), (A)ll or (L)ist >  A


10-10-46
```

This screen identifies the number of subtasks pertaining to this task (the example shows 4 subtasks for the task illustrated).

You may print a specific subtask by entering the subtask number; you may print all subtasks by entering a (for all); or you may LIST the subtasks and then enter the subtask number if you don't know the subtasks available for this task.

STEP 46:   **ENTER THE SUBTASK NUMBER; ENTER A; OR ENTER L AND THEN THE SUBTASK NUMBER.** You can enter a subtask number followed by a ⌈RETURN⌋ -or- you can enter an A (or a) followed by a ⌈RETURN⌋ -or- you can enter a L (or l) followed by ⌈RETURN⌋ and the subtask number and a ⌈RETURN⌋.

A prompt is displayed for you to specify the Printer ID of the printer at which you desire to receive the subtask data. Press ⌈RETURN⌉ will cause the printout to be genreated at your normal AOTS workstation printer. If you desire to send the printout to another Alps printer at another AOTS workstation, you are required to enter the Printer ID and then press ⌈RETURN⌉. (You may receive a list of Printer IDs by calling the AOTS hotline.)

The AOTS will prompt you that the print is occurring. At the completion of the printing process, the Subtask Editor Main Menu automatically reappears. Go to the ALPS Printer at your AOTS Workstation or assigned printer to obtain the hard copy of your printed subtask(s).

Once you request something be printed, there will be a delay before printing occurs. This delay can range from a few seconds to a few minutes depending upon the load on the AOTS central computer. If you feel that there is a real problem, that is you are getting no printout after a few minutes, call to the AOTS hotline **HELP** for assistance.

```
MCT818.881      M T L   S u b T a s k   P r o c e s s i n g    38 Nov 88
2.8                         SubTask Editor


           1. Display
           2. Print
           3. Evaluation_Subsystem

           q. Quit This Menu



           Select Option:  3








10-10-47
```

Steps 8 - 11 illustrate the way to display behavioral objective data for a task.

Steps 47 - 53 provide procedures for displaying behavioral objective data for a subtask.

☞ **STEP 47:**   **SELECT THE EVALUATION SUBSYSTEM OPTION.** Enter a 3 and press [RETURN].

```
MCT818.882      M T L   S u b T a s k   P r o c e s s i n g    38 Nov 88
'.8                       SubTask Selection                   OVERWRITE











                              .




ENTER Subtask Sequence Number (Range 1 to 4) or (L)ist >  1


10-10-48
```

At this screen, you will need to identify the subtask for which you want to review data.

☞ **STEP 48:**   **ENTER THE SUBTASK NUMBER** (the example illustrates the first subtask being selected). Enter the subtask number and then press [RETURN].

```
MCT818.009        E v a l u a t i o n   S u b S y s t e m      30 Nov 88
2.8                          Access Menu


              1. Behavioral Objectives Editor

              q. Quit This Menu


                 Select Option:  1










10-10-49
```

Here you access the Behavioral Objectives Editor.

STEP 49: **SELECT THE BEHAVIORAL OBJECTIVES EDITOR OPTION** by entering a 1 and then press `RETURN`.

```
EVL001.003        Behavioral Objective Editor      30 Nov 88
1.9              Display Behavioral Objective Data


              1. Task/SubTask Statement
              2. Objective Statement
              3. References
              4. Resources
              5. Training Materials

              q. Quit This Menu


                 Select Option:










10-10-50
```

The screen to the left reflects the kinds of data accesssible for each objective which applies to this subtask.

STEP 50: **SELECT EACH OPTION, ONE AT A TIME, AND REVIEW THE BEHAVIORAL OBJECTIVE DATA THAT HAS BEEN DEVELOPED FOR THIS SUBTASK.** Enter an option and then press `RETURN`.

If no Behavioral Objectives have been developed for the subtask, the AOTS will provide a message advising you that No Behavioral Objective Exists. Press `RETURN`, as prompted on the screen, and proceed to Step 52.

This section does not illustrate other screens/prompts/options you will encounter when you select these options. Each menu and data screen is self-explanatory, and you may access HELP (PAD `-` (minus) key) if you have any questions.

☞ **STEP 51:**   **QUIT THE DISPLAY BEHAVIORAL OBJECTIVES DATA SCREEN.** Enter a Q (or q) and then press ⌐RETURN⌐.

☞ **STEP 52:**   **QUIT THE EVALUATION SUBSYSTEM ACCESS MENU.** Enter a Q (or q) and then press ⌐RETURN⌐.

☞ **STEP 53:**   **QUIT THE SUBTASK EDITOR MAIN MENU.** Enter a Q (or q) and then press ⌐RETURN⌐.

☞ **STEP 54:**   **QUIT MENU 4.** Enter a Q (or q) and then press ⌐RETURN⌐.

When you select the Quit option from Menu 4, the MTL Editor Main Menu is displayed. (This is also true when you quit Menu 1, Menu 2 or Menu 3.)

o   To DISPLAY data for another task, repeat the previous steps, beginning at Step 4.

o   To SEARCH data for one or more tasks, proceed to Step 55.

o   To PRINT data for one or more tasks, proceed to Step 57.

o   If you are finished accessing task data, select the Quit option (enter Q or q and press ⌐RETURN⌐) as many times as necessary to return to the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system or you may perform another AOTS function.

105

```
NCT883.834                   Master Task List Editor              38 Nov 88
2.8                          811XX  Security Police


        1. Display
        2. Search
        3. Print
        4. Access Different Task List

        q. Quit This Menu


        Select Option:  2







10-10-51
```

Steps 55 and 56 apply to the SEARCH option.

STEP 55:   **SELECT THE SEARCH OPTION.** Enter a 2 and then press RETURN.

```
NCT883.887                      MTL Editor                        38 Nov 88
2.8                         Task List Data Search


                          Available Search Keys


     CB CBPO        OT Other Sys     ST STS Refs      TM Trng Matl
     DL Duty Loctn  PA PAS           TD Task Diff     UN Unit
     EM Eval Matl   PP Pct Perfm     TI Task Id       UF User Factor
     FA FAC         PR Perfm Resrce  TS Task Stat     WS Weapon Sys
     MC Maj Comd    PT Prior Trng    TT Task Trg Mod  WC Work Center
     OS OS Tasks    SP SPOTS         TE Trng Emph


                    (Use 2-Character Code ONLY)








(E)nter Search Expression or, (Q)uit ? Q


10-10-52
```

The Task List Data Search screen is illustrated to the left. There are 23 categories of data which may be searched using the MTL Editor. Specific data or combinations of data, for one or more categories, can be searched at one time.

The Search function provides a capability for the system to identify one or more task records containing the data you specify to search. For example, the system can search the MTL to identify the tasks performed in one or more workcenters, units, or MAJCOMs.

   The data being searched must be entered in a format, referred to as a "Search Expression." Once a valid expression is entered, the system searches all data for all tasks on the Task List (within a minute or so); and determines the task(s) which apply to the search being conducted. While a search is being performed, you may list the task(s) on the screen; when a search is complete, you may print task data for the task(s) identified by the search.

This handbook does not provide the rules or further procedures which apply to the various search expressions. Call the AOTS hotline when you need to perform the search function.

STEP 56:   **QUIT THE TASK SEARCH MENU.** Enter a Q (or q) and then press [RETURN].

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
MCT883.834              Master Task List Editor          30 Nov 88
2.8                     811XX  Security Police


              1. Display
              2. Search
              3. Print
              4. Access Different Task List

              q. Quit This Menu


                 Select Option:  3




10-10-83
```

Steps 57 - 61 cover the procedures for PRINTING task data.

STEP 57:   **SELECT OPTION 3.** Enter a 3 and then press ⌐RETURN⌐.

```
MCT883.883              Select Task(s) to Process        30 Nov 88
2.8                                                      OVERWRITE


              1. Entire Task List
              2. Specific Task Id
              3. Task Range

              q. Quit This Menu


                 Select Option:  2


                 Enter task id :  P18839




10-10-84
```

This screen allows you to specify what task(s) are to be printed.

You should **not** print the **entire task list**, since each list contains hundreds of tasks.

If you elect to print a specific task, you must enter the TASK ID for the task. (This option is illustrated to the left.)

If you select to print a task range, you enter the **first** task ID in the range, and then enter the **last** task ID in the range. (It is recommended that you keep within a range of not more than **five** tasks.)

STEP 58:   **SELECT THE SPECIFIC TASK ID OPTION.** Enter a 2 and then press ⌐RETURN⌐. **THEN ENTER THE DESIRED TASK ID.** Enter the Task ID corresponding to the task for which you desire to print data and press ⌐RETURN⌐.

```
MCT883.884        MTL Editor - Task Print Selection      30 Nov 88
2.8                      Field Options - Page 1

    1. The Entire Task Record                   Do Not Print

       Task Statement                           Print

    2. Behavioral Objectives                     Do Not Print
    3. Task Training Module                      Do Not Print
    4. Occupational Survey Information            Do Not Print
    5. Task References                           Do Not Print
    6. Weapon Systems                            Do Not Print
    7. Other Systems                             Do Not Print
    8. Specialty Training Standards              Do Not Print

    9. BEGIN PRINTING                            No

          Select Print Options; Select BEGIN PRINTING
                Press <PA0 +> to ABORT Printing

             Use <page down> key for paging.
  Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  2_

10-10-55
```

The screen to the left is the first page of two pages that contain print options for task data. To see the remaining options, press the ⌈Pg Dn⌉ key.

You may print all data for the task(s) you selected, by Selecting Option 1. If you select Option 1, all options will automatically change to reflect PRINT.

- OR -

You may print specific data for the task(s) you selected, by entering the number(s) corresponding to the data options you want printed. As you enter a number and press RETURN, the option you select will "toggle" to PRINT.

STEP 59: **SELECT OPTION 1 TO PRINT ALL DATA: OR SELECT THE OPTIONS CORRESPONDING TO THE SPECIFIC DATA TO BE PRINTED.** Enter 1 and then press ⌈RETURN⌉; or enter a number corresponding to the desired data and press ⌈RETURN⌉ (repeat until all desired options reflected "Print" on Page 1; Press ⌈PgDn⌉; and repeat until all desired options reflect "print" on Page 2).

```
MCT883.884        MTL Editor - Task Print Selection      30 Nov 88
2.8                      Field Options - Page 1

    1. The Entire Task Record                   Do Not Print

       Task Statement                           Print

    2. Behavioral Objectives                     Print
    3. Task Training Module                      Do Not Print
    4. Occupational Survey Information            Do Not Print
    5. Task References                           Do Not Print
    6. Weapon Systems                            Do Not Print
    7. Other Systems                             Do Not Print
    8. Specialty Training Standards              Do Not Print

    9. BEGIN PRINTING                            No

          Select Print Options; Select BEGIN PRINTING
                Press <PA0 +> to ABORT Printing

             Use <page down> key for paging.
  Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  9

10-10-55
```

To start the printing process, you need to select the BEGIN PRINTING option. This option appears on both pages of the Print Menu. Once selected, this option toggles from "No" to "Yes."

STEP 60: **SELECT THE BEGIN PRINTING OPTION.** Enter a 9 and then press ⌈RETURN⌉ (if you are viewing Page 1); or enter 20 (or 21) and press ⌈RETURN⌉ (if you are viewing Page 2).

```
MCTB03.004          MTL Editor - Task Print Selection          30 Nov 88
2.0                      Field Options - Page 1                 OVERWRITE


    1. The Entire Task Record                    Do Not Print

       Task Statement                            Print

    2. Behavioral Objectives                     Print
    3. Task Training Module                       Do Not Print
    4. Occupational Survey Information            Do Not Print
    5. Task References                            Do Not Print
    6. Weapon Systems                            Do Not Print
    7. Other Systems                             Do Not Print
    8. Specialty Training Standards              Do Not Print

    9. BEGIN PRINTING                            Yes


            Select Print Options: Select BEGIN PRINTING
                 Press <PAD *> to ABORT Printing


Enter printer id or press ENTER to use TXP1 _


10-10-57
```

A prompt is added at the bottom of the screen instructing you to identify the ID of the printer where the task data are to be printed.

If you want the hard copy of the task data to print at the AOTS Workstation where you <u>normally</u> work, press [RETURN].

If you want the hard copy to be printed at an AOTS Workstation different from the one at which you normally work, enter the printer ID that applies. (You can obtain a list of the PRINTER IDs from the IST.)

STEP 61:   Press [RETURN] or input another printer ID and then press [RETURN].

NOTE: The AOTS will provide a message indicating the Task ID(s) for which task data are being printed for. Once the print process is complete, the MTL Editor Main Menu automatically appears on the screen. Go to the ALPS Printer (at your workstation, or the workstation where you sent the print), to obtain your hard copy of the task data.

LAST STEP

To discontinue your review, search, or print of task data, simply continue to Quit from each screen until you reach the AOTS Primary Access Menu. Enter a Q (or q) followed by pressing [RETURN] until the Primary Access Menu reappears.

10.12 Access Position Requirements/Create a New Duty Position

The AOTS enables you, as a Supervisor, to define the performance requirements for individuals assigned to duty positions within your area of responsibility. When you need to create a new duty position within the AOTS, or change the performance requirements for an existing duty position, you will use the Operational Position Task Requirements (OPTR) Editor.

The OPTR Editor enables you to create a new OPTR; change data for an OPTR; print or review a listing of OPTRs; print or review a single OPTR; and to delete an OPTR, among other functions.

> An OPTR is a list of tasks to be performed and courses to be completed by the individual(s) assigned to a specific duty position. Each OPTR is tailored to the individual(s) occupying the duty position.

Within the AOTS, OPTRs have been established for many duty positions. Each OPTR is identified by a unique OPTR ID, whereby the ID is the same as the duty position number of the position for which the OPTR applies.

o   As a supervisor, you are responsible for ensuring that an OPTR exists, within the AOTS, for each duty position occupied by one or more persons working for you. If an OPTR does not exist for a duty position, you are responsible for creating a new OPTR. Also, you are responsible for reviewing and maintaining the accuracy of OPTR data for each duty position within your area of responsibility.

Once an OPTR exists for a duty position, you are then able to assess the qualifications of one or more persons with respect to the position's requirements; and you can assign one or more persons against the OPTR. (Section 10.13 provides procedures for these functions.)

In addition to the OPTR Editor, you will need to interface with other AOTS editors and data when creating or editing an OPTR. The editors you will most often use are listed below:

o   The ATR Editor -- to obtain an airman's duty position number and duty title from the personnel data contained in their Airman Training Record (ATR).

o   The GPTR Editor -- to determine whether or not a GPTR exists from which an OPTR can be created. A Generic Position Task Requirement (GPTR) is a generic list of tasks normally performed by all airman in the same type of duty position (e.g., Crew Chief, OER Clerk, Flight Chief).

o   The MTL Editor -- to obtain task statements and Task IDs for tasks performed in an Air Force Specialty, from which you determine the tasks to be listed in an OPTR.

o   The OTR Editor -- to obtain course titles and Course IDs for other training requirements (OTRs) which apply to AF duty positions, from which you determine the courses to be listed in an OPTR.

To determine if position requirements have been defined for an individual's duty position, you must accomplish the following actions:

o   Review the airman's personnel data within their ATR to determine the duty position number and duty title which corresponds to the position the individual occupies. If the person's position number and duty title have not yet been updated into the AOTS, you may obtain this information from the Unit Manning Document (UMD).

o   Review a listing of existing OPTRs to determine whether or not an OPTR exists for the airman's duty position. The OPTRs are listed in numerical order, by OPTR ID. (Remember, an OPTR ID is the same as the airman's duty position number; and an OPTR Title is similar to, or the same as, the airman's duty title.)

o   If one or more OPTRs exist for the duty position, you will review the task requirements and other training requirements of the OPTR(s), to determine if an "individualized" version of the OPTR is necessary.

-     There are two versions of OPTRs: Standard and Individualized.

A standard version OPTR defines a duty position where the tasks to be performed and courses to be completed are the same for all persons who occupy the position. The OPTR ID for a standard version OPTR is a seven digit number (equal to the duty position number), followed by the code: STD.

An individualized version OPTR defines a duty position where more than one person occupies the position and different tasks are performed or different courses must be completed by the persons occupying the position. The OPTR ID for an individualized version OPTR is a seven digit number (equal to the duty position number), followed by a three digit numeric code: 001, 002, 003, etc.

o   If an OPTR does not exist for the position, or if an individualized version of an existing OPTR is required, you must create a new OPTR.

To create a new OPTR you may enter all data for the OPTR; or you may copy data from another OPTR or a GPTR, and then edit (add to, delete from, or reorder) the copied data. Because an OPTR may contain numerous tasks and courses, it is recommended that you copy existing data, whenever possible.

o   If an OPTR exists which closely resembles the requirements of the individual's position, you will copy the existing OPTR, and then edit the data, to create the new OPTR.

o   If an OPTR does not exist which resembles the requirements of the position, you will review GPTR data. A GPTR defines the generic position task requirements for a type of duty position (e.g., Crew Chief, Law Enforcement Patrolman, and Flight Chief). A GPTR can be used as a baseline for creating a new OPTR.

    -    You will need to print a listing of the GPTRs, and possibly the data for one or more GPTRs, to determine if a GPTR exists for the type of duty position being updated.

o   If a GPTR exists, you will copy the GPTR and then edit the data to create the new OPTR; if a GPTR does not exist, you will need to create the new OPTR by updating all data for the OPTR.

To create or edit an OPTR, you need to have access to the following data, from which you determine the tasks to be performed and the courses to be completed for the OPTR:

o   A complete list of Task IDs and task statements for tasks performed in the Air Force Specialty (these data are reflected on the MTL and Final Local-New Task List).

o   A complete list of Course IDs and course titles for other training requirements (these data are reflected on various OTR Lists).

This section of the handbook provides you with procedures and information which will help you list, print and review OPTR data; access GPTR data; and create a new duty position within the AOTS.

o   Lists for task data and OTR data may already exist at your AOTS Workstation; if not, contact the IST representative (for the AFS involved) by calling the AOTS hotline. These lists are large and take a considerable amount of time to print. Current printouts of these lists should be made available for use at the workstation -- it is not cost effective for each supervisor to print these lists.

```
SUP827.001      Advanced On-The-Job Training System (AOTS)      3 Jan 89
1.3                          Primary Access Menu


         1. Personal Training Information
         2. Training Management
         3. Master Task List (MTL) Interface
         4. Position Requirements

         q. Quit This Menu


         Select Option:  4_




10-12-1
```

To access or update tasks and other training requirements data for a specific duty position, you must select the Position Requirements option at the AOTS Primary Access Menu (illustrated to the left).

STEP 1:   **SELECT THE POSITION REQUIREMENTS OPTION.** Enter 4 and then press ⌐RETURN⌐.

```
SUP827.002              Position Requirements              3 Jan 89
1.3


       1. Operational Position Task Requirements (OPTR)
       2. Other Training Requirements (OTR)

       q. Quit This Menu


       Select Option:  1




10-12-2
```

There are three primary editors which you will use when updating and maintaining position requirements data:

1. The OPTR Editor and GPTR Editor (accessed by selecting Option 1 at this screen).

2. The OTR Editor (accessed by selecting option 2 at this screen).

STEP 2:   **SELECT THE OPTR OPTION.** Enter 1 and then press ⌐RETURN⌐.

```
RGTB15.001              AFS Selection Menu              3 Jan 89
1.6

              Please select the desired AFSC:

          1. 452X4  Tactical Aircraft Maintenance
          2. 454X8  Aerospace Propulsion
          3. 732X0  Personnel
          4. 811XX  Security Police

          q. Quit This Menu


              Select Option:  4




10-12-3
```

OPTRs are sorted by Air Force Specialty (AFS). If you are authorized to access data for more than one Air Force Specialty, you will see the screen illustrated to the left.

If the persons listed on your Supervision List have the same CAFSC, your access to AOTS data is restricted to data stored for that AFS. Therefore, you will not see the screen illustrated here and you will not perform Step 3. Instead, proceed to the information following Step 3.

STEP 3: **SELECT THE OPTION CORRESPONDING TO THE DESIRED AFS.** Enter the number corresponding to an AFS and then press ⌐RETURN⌐.

```
RGTB87.001       Operational Position Task Requirements    3 Jan 89
1.5                        Data Editor



          1. Create a new OPTR
          2. Edit an OPTR
          3. Display an OPTR
          4. Delete an OPTR
          5. Review OPTRs
          6. Print OPTRs
          7. List OPTRs

          q. Quit This Menu


              Select Option:  _




10-12-4
```

The screen you are now viewing is the OPTR Editor Main Menu (illustrated to the left).

The procedures contained in this section address many of the options you see on this screen.

The remainder of this section is organized in the following manner:

o   Steps 3 - 14 provide procedures for determining whether or not an OPTR exists for an individual's duty position, and

o   Steps 15 - 42 provide procedures for creating a new OPTR.

As mentioned earlier in this section, you will first need to review the current list of OPTRs to determine whether or not an OPTR exists for an individual's duty position. It is recommended that you print the list of OPTRs, however, you may review the list on line instead of printing the list. (More data is printed on a single page of printout than can be viewed on a single screen, and you may have to refer to the list more than once.) Steps 4 - 7 contain procedures for printing a list of OPTRs.

STEP 4:   **SELECT THE PRINT OPTRs OPTION.** Enter 6 and then press ⌐RETURN⌐.

STEP 5:   **SELECT THE ALL OPTRs OPTION.** Enter A (or a) and then press ⌐RETURN⌐.

STEP 6:   **PRESS ⌐RETURN⌐ OR ENTER A PRINTER ID.** Press ⌐RETURN⌐ to print the list at your AOTS Workstation printer; or enter a valid AOTS Printer ID and press ⌐RETURN⌐ to print the list at another designated AOTS Workstation printer. (You may obtain a list of AOTS Printer IDs by calling the AOTS hotline.)

A prompt will appear on the screen, indicating that the printing is occurring. Once the prompt disappears from the screen, you may obtain the OPTR List from the printer.

```
05 Jan 8V          Operational Position-Task Requirements        Page  1
                   Summary Listing for 811XX  Security Police

0000933-000        Aerospace Scty Supvr
                   57 Tasks, Created by: Civ Popp, Gary M.
0000933-001        Aerospace Security Specialist
                   22 Tasks, Created by:
0000933-002        VRC Clerk
                   28 Tasks, Created by:
0000933-003        Aerospace Sec Specl
                   104 Tasks, Created by:
0000933-004        Aerospace Sec Specl
                   104 Tasks, Created by:
0000933-005        Aerospace Sys Security Specialist
                   29 Tasks, Created by: MSgt Bertrand, Charles M.
0000933-006        Aerospace Scty Specl
                   27 Tasks, Created by:
0000933-007        AEROSPACE SYS SCTY SPECL
                   104 Tasks, Created by:
0000936-STD        Armed Response Team/Security Response Team (Leader/Member)
                   81 Tasks, Created by: TSG Booth, Richard L.
0000936-001        AEROSPACE SCTY SUPERVISOR
                   30 Tasks, Created by:
0000936-002        AEROSPACE SCTY SUPVR
                   43 Tasks, Created by:
0000936-003        Aerospace Scty Specl
                   29 Tasks, Created by:
0000936-004        Aerospace Scty Specl
                   42 Tasks, Created by:
0000936-005        Security Supervisor
                   101 Tasks, Created by: Civ Popp, Gary M.
0000936-006        AeroSpace Scty Supvr
                   100 Tasks, Created by: Civ Popp, Gary M.
0000937-STD        Flight Chief/Aerospace Sys Scty Supervisor
                   128 Tasks, Created by: TSG Booth, Richard L.
0000937-001        Areospace Sec Supvr
                   142 Tasks, Created by: Civ Popp, Gary M.
0000937-002        Aerospace Scty Supvr
                   42 Tasks, Created by:
0000937-003        Flight Chief
                   32 Tasks, Created by: MSgt Bertrand, Charles M.
```

A printout of an OPTR List is illustrated to the left.

STEP 7: **REVIEW THE OPTR LIST TO IDENTIFY WHETHER OR NOT AN OPTR ID EXISTS FOR THE INDIVIDUAL'S DUTY POSITION.** Review the OPTR IDs on the list, to identify an ID that matches the airman's duty position number.

The listing provides the following data:

o   The OPTR IDs that exist for the duty positions in the Air Force Speciality; and the Version codes for each OPTR (i.e., "STD" for standard version OPTR; "numeral" for individualized version OPTR),

o   The OPTR Title (duty title) that applies to each position,

o   The number of tasks and courses defined for each OPTR, and

o   The name of the person who created each OPTR (not available for some OPTRs).

If one or more OPTR IDs exist which match the person's duty position number, you will need to review the tasks and other training requirements that make up the OPTR data for the position.

o   If the tasks and courses for the existing OPTR(s) are not sufficiently tailored to the individual, you will need to create a new individualized version of the OPTR.

```
NGT887.001        Operational Position Task Requirements      3 Jan 89
1.5                         Data Editor


            1. Create a new OPTR
            2. Edit an OPTR
            3. Display an OPTR
            4. Delete an OPTR
            5. Review OPTRs
            6. Print OPTRs
            7. List OPTRs

            q. Quit This Menu


            Select Option:  6




10-12-6
```

Steps 8 through 14 contain procedures for printing and reviewing data for an OPTR. Proceed to Step 8 if one or more OPTR IDs exist which match the individual's duty position number.

If an OPTR ID does not exist which matches the person's duty position number, you will need to create a new OPTR. Proceed to the information following Step 14.

STEP 8:   **SELECT THE PRINT OPTRs OPTION.** Enter 6 and then press `RETURN`.

STEP 9:   **SELECT THE ONE OPTR OPTION.** Enter O (or o) and then press `RETURN`.

```
NGT887.300        Operational Position Task Requirements      3 Jan 89
1.5                        OPTR Specification               OVERWRITE




    OPTR Duty Position:      0125047

    Individualized Version:








            Enter OPTR to Print.  Press PA3 + to abort.

            Please input a value between : 1 and 9999999

10-12-7
```

The screen illustrated to the left is referred to as the OPTR Specification screen. Here, you specify the OPTR for which you want to print data.

When you specify an OPTR, two entries of data are required:

o   the OPTR ID (seven digit numerical entry) and

o   the code identifying the OPTR version (three digit entry: STD for standard version; or numeral (001, 002, etc.) for individualized version).

STEP 10:   **ENTER THE OPTR ID.** Enter the seven digit OPTR ID, which is the same as the individual's duty position number, and then press `RETURN`. (In the example above, OPTR ID 0125047 has been entered.)

```
MGT007.388        Operational Position Task Requirements        3 Jan 89
1.5                       OPTR Specification                     OVERWRITE




    OPTR Duty Position:      0125847

    Individualized Version:








Select (S)tandard OPTR, (L)ist, Enter (I)ndividualized OPTR ? L

10-12-8
```

A prompt is added at the bottom of the screen, as illustrated by the screen to the left. You must identify the version of the OPTR you want printed.

The version for each OPTR is provided on the OPTR Listing. You may review the listing on line, or you may have already printed the listing (Steps 4-6). Remember, there are two versions of OPTRs: Standard and Individualized.

o   A Standard version OPTR represents a position where all persons occupying the position are required to perform the same tasks and complete the same courses. "STD" is the code which designates a standard version OPTR.

o   Individualized versions of an OPTR represent a position occupied by more than one person, where different tasks or courses are required by the individuals occupying the position. The "individualized versions" of an OPTR enable you to tailor the duty position requirements into more than one OPTR, whereby you can specify the requirements for each individual occupying the position. A numeral (up to 3 digits) is used to designate an individualized version OPTR.

o   When you review, print, create, delete or edit an OPTR, you must specify the version of the OPTR as well as the OPTR ID.

o   You may specify the version by selecting the Standard OPTR or Individualized OPTR option; or by selecting the List option and then selecting from the versions listed. The List option is illustrated at the next step.

        -    If you select the Standard OPTR option, instead of the List option, proceed to Step 13.

        -    If you select the Individualized OPTR option, you must enter the version number of the OPTR for which you desire to obtain data; then, proceed to Step 13.

STEP 11:   **SELECT THE LIST OPTION.** Enter L (or l) and then press ⟨RETURN⟩.

```
HGT887.381      Operational Position-Task Requirements        3 Jan 89
1.5             Version Selection for OPTR 8125847--81

 1. STD  Installation Entry Controller/Installation Patrol
 2. 881  INSTALLATION PATROLMAN
 3. 882  INSTALLATION PATROLWOMAN




               Select the OPTR version wanted

    Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1_

10-12-8
```

The screen you are now viewing lists the versions existing for the OPTR ID you specified at Step 10.

You may print data for only one version of an OPTR at a time.

STEP 12:   **SELECT THE OPTR VERSION FOR WHICH TO PRINT DATA.** Enter the number corresponding to the desired version and then press ⌐RETURN⌐.

```
HGT887.381      Operational Position Task Requirements        3 Jan 89
1.5             Version Selection for OPTR 8125847--81        OVERWRITE

 1. STD  Installation Entry Controller/Installation Patrol
 2. 881  INSTALLATION PATROLMAN
 3. 882  INSTALLATION PATROLWOMAN












Enter printer id or press ENTER to use TX88 _

10-12-10
```

Another prompt is added to the screen, to identify the Printer ID of the printer at which the OPTR data is to be printed.

STEP 13:   **PRESS ⌐RETURN⌐ OR ENTER A PRINTER ID.** Press ⌐RETURN⌐ to print the list at your AOTS Workstation printer; or enter a valid AOTS Printer ID and press ⌐RETURN⌐ to print the list at another designated AOTS Workstation printer. (You may obtain a list of AOTS Printer IDs by calling the AOTS hotline.)

A prompt will appear on the screen, indicating that the print output is being generated. The printer begins to print the output once the prompt on the screen disappears from view.

```
11 Jan 89        OPTR 0125047-STD for 811XX  Security Police        Page   2
                 Installation Entry Controller/Installation Patrol

1.... ...    Tics Statement
...........   CONNECT POST CHECKS

........     COMBAT PROFICIENCY TRAINING OF PERSONNEL

.......     MAKE ENTRIES ON AF FORMS 1169/1170 (STATEMENT OF WITNESS)

F00178      MAKE ENTRIES ON AF FORMS 1364 (CONSENT FOR SEARCH AND SEIZURE)

E00183      MAKE ENTRIES ON AF FORMS 1668 (FIELD INTERVIEW)

E00193      MAKE ENTRIES ON AF FORMS 497 (AIR FORCE POLICY STATEMENT-FIREARMS
            SAFETY AND USE OF FORCE)

E00198      MAKE ENTRIES ON AF FORMS 629 (SMALL ARMS HAND RECEIPT)

E00227      TYPE CORRESPONDENCE IN DRAFT FORM

E00228      TYPE CORRESPONDENCE IN FINAL FORMAT

F00233      ADMINISTER FIRST AID TO PERSONNEL, OTHER THAN NUCLEAR BIOLOGICAL OR
            CHEMICAL (NBC) OR COMBAT FIRST AID

F00237      BRIEF POST RELIEF

F00240      CONDUCT BUILDING SECURITY CHECKS

F00272      ESCORT PRISONERS
```
10-12-11

The printout illustrated at the left shows how data appears for an OPTR when printed.

The following information explains the data printed for an OPTR:

o   The OPTR ID and version number are contained in the title of the printout, as well as the Air Force Speciality which applies. The OPTR title is contained in the subtitle of the printout.

o   Each task performed by the individual(s) occupying the position is listed (by Task ID and Task Statement).

o   Each course required to be completed by the individual(s) occupying the position is listed (by Course Id and Course Title).
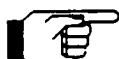
STEP 14: **REVIEW THE OPTR DATA TO DETERMINE WHETHER OR NOT THE OPTR IS SUFFICIENTLY TAILORED TO THE INDIVIDUAL**

If the individual is required to perform most of the tasks and complete most of the courses listed for the OPTR, you will not need to create a new OPTR.

o   However, if the individual is required to perform tasks or complete courses which are considerably different from those listed in the OPTR, you will need to review other versions of the OPTR. To review another version of the OPTR, you must repeat Steps 8 - 14.

o   If no other versions of the OPTR exist, or if the other versions are not sufficiently tailored for the individual, you must create a new (individualized version) OPTR. The remaining portion of this section explains how you create a new OPTR.

TO CREATE A NEW OPTR

Steps 1 - 14 explained how to determine whether or not an OPTR exists for an individual's duty position. When an OPTR does not exist for a duty position, or when the existing OPTR(s) is not sufficiently tailored for an individual, you must create a new OPTR.

To create a new OPTR, you will:

o   Copy data from an existing OPTR and then edit the data for the new OPTR, or

o   Copy data from an existing GPTR and then edit the data for the new OPTR, or

o   Update all data for the OPTR.

Steps 4 - 7 explain how to print and review a listing of all OPTRs for an Air Force Specialty.

STEP 15:   **REVIEW THE OPTR LIST TO DETERMINE THE OPTR(S) FROM WHICH YOU MAY COPY DATA TO CREATE A NEW OPTR.**

Review the OPTR IDs and OPTR Titles, and isolate those OPTRs which may contain the data you need. For example: If an OPTR ID does not exist which matches the duty position number of the position, you would review the list to identify an OPTR with the same (or similar) duty title; If an OPTR ID does match a duty position number, you would review the list to identify the different versions of the OPTR.

o   If you identify one or more OPTRs, proceed to Step 16.

o   If you did not identify an OPTR from the list, proceed to the information following Step 16.

STEP 16:   **REVIEW THE SPECIFIC OPTR(S) TO DECIDE WHETHER OR NOT THE TASKS AND COURSES ARE SIMILAR TO THOSE WHICH APPLY TO THE NEW OPTR.**

Steps 8 - 14 explain how to print a single OPTR.

o   If you determine that an OPTR has sufficient data which can be copied to create the new OPTR, proceed to Step 27.

o   If you determine that no OPTR exists from which you can copy data to create the new OPTR, proceed to the following information and Step 17.

```
MGT887.001        Operational Position Task Requirements        3 Jan 89
1.5                         Data Editor


              1. Create a new OPTR
              2. Edit an OPTR
              3. Display an OPTR
              4. Delete an OPTR
              5. Review GPTRs
              6. Print OPTRs
              7. List OPTRs

              q. Quit This Menu


                 Select Option:  5_




10-12-12
```

When OPTR data is not available for creating a new OPTR, you may be able to copy data from a GPTR to create the new OPTR. GPTR data may be used as a baseline for OPTR data. Steps 17 - 26 explain how to access and review GPTR data.

STEP 17:   **SELECT THE REVIEW GPTRs OPTION.** Enter 5 and then press `RETURN`.

```
MGT886.001     Generic Position Task Requirements (GPTR) Editor    3 Jan 89
1.4                         Main Menu


              1. Display a GPTR
              2. Print a GPTR
              3. Print GPTR Listing

              q. Quit This Menu


                 Select Option:  3




                              .



10-12-13
```

The screen illustrated at the left is the GPTR Main Menu. You should first review the listing of all GPTRs existing for the Air Force Specialty. You may review the GPTR Listing on line or you may print the listing to review it (print is illustrated).

STEP 18:   **SELECT THE PRINT GPTR LISTING OPTION.** Enter 3 and then press `RETURN`.

```
MGT006.001   Generic Position Task Requirements (GPTR) Editor    3 Jan 89
1.4                          Main Menu                          OVERWRITE



              1. Display a GPTR
              2. Print a GPTR
              3. Print GPTR Listing

              q. Quit This Menu



              Select Option:  3






Enter printer id or press ENTER to use TX00 _

10-12-14
```

A prompt is added to the bottom of the screen, for you to identify the Printer ID at which you want the GPTR Listing printed.

STEP 19:   PRESS [RETURN] OR ENTER A PRINTER ID. Press [RETURN] to print the list at your AOTS Workstation printer; or enter a valid AOTS Printer ID and press [RETURN] to print the list at another designated AOTS Workstation printer. (You may obtain a list of AOTS Printer IDs by calling the AOTS hotline.)

A prompt is displayed on the screen, advising you that the printed listing is being generated. Once the prompt disappears from the screen, you may obtain the printout from the designated printer.

```
05 Jan 89              GPTR List for 811XX  Security Police        Page   1
Code   Type          Title

001    Other         Law Enforcement Patrolman/Installation Entry Controller
002    Both          Armed Response Team/Security Response Team (Leader/Member)
003    Both          Desk Sergeant/Security Controller
004    Technician    Resource Protection
005    Both          Flight Chief
006    Technician    Air Base Ground Defense (ABGD/Combat Skills)
007    Both          Pass and Registration/Visitor Control Center
008    Other         Information Security
009    Other         Reports and Analysis
010    Other         Crime Prevention
011    Technician    Entry Controller
012    Other         ALL TASK
185    Other         Pass and Registration
195    Other         Information Security
244    Other         Reports and Analysis
431    Other         EST Members
433    Other         Crime Prevention
543    Other         Desk Sergeants
595    Other         Area Sentries
686    Other         Patrol and Entry Controllers
780    Other         Elite Guards
783    Other         L. E. Flight Chiefs

10-12-15
```

An example of a GPTR Listing printout is provided at the left.

Before the AOTS was available within the workcenters, members of the IST updated GPTRs into the system. Each GPTR is identified by:

o   A three digit numeric code (e.g., 001, 185, and 686),

o   The type of duties performed in the position (i.e, Supervisory, Technician, Both or Other), and

o   A title (e.g., Law Enforcement Patrolman, Flight Chief).

👉 **STEP 20:**   **REVIEW THE LISTING TO IDENTIFY WHETHER OR NOT A GPTR EXISTS FOR THE TYPE OF DUTY POSITION YOU ARE CREATING.**

If a GPTR title exists which resembles the type of duties the individual performs in his/her duty position, you should review the GPTR, therefore, proceed to Step 21. By reviewing the GPTR, you can then determine whether or not you can create the new OPTR by copying data from the GPTR.

o   If a GPTR does not exist for the type of duties performed by the individual, proceed to Step 26.

```
MGT886.081   Generic Position Task Requirements (GPTR) Editor      3 Jan 89
1.4                            Main Menu


           1. Display a GPTR
           2. Print a GPTR
           3. Print GPTR Listing

           q. Quit This Menu


           Select Option: 2_










10-12-16
```

Steps 21 - 25 provide procedures for printing and reviewing a single GPTR.

👉 **STEP 21:**   **SELECT THE PRINT A GPTR OPTION.** Enter 2 and then press `RETURN`.

```
MGT823.281              GPTR Specification              3 Jan 89
1.3                                                     OVERWRITE















Input GPTR Id (001 to 999) or press ENTER to select from list.

10-12-17
```

The GPTR Specification screen is now in view. Here, you specify the GPTR ID for which you want to print data.

You may enter the GPTR ID; or, you may list the GPTRs and then select the specific GPTR to be printed. The list option is illustrated next.

STEP 22:   PRESS [RETURN] TO LIST THE GPTRs.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
NGT823.282              GPTR Specification              3 Jan 89
1.3                     Selection of GPTR


   GPTR ID    Title
 1. 001      Law Enforcement Patrolman/Installation Entry Controller
 2. 002      Armed Response Team/Security Response Team (Leader/Member)
 3. 003      Desk Sergeant/Security Controller
 4. 004      Resource Protection
 5. 005      Flight Chief
 6. 006      Air Base Ground Defense (ABGD/Combat Skills)
 7. 007      Pass and Registration/Visitor Control Center
 8. 008      Information Security
 9. 009      Reports and Analysis
10. 010      Crime Prevention
11. 011      Entry Controller
12. 012      ALL TASK
13. 105      Pass and Registration
14. 195      Information Security
15. 244      Reports and Analysis

                 Use <page down> key for paging.
   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1

10-12-18
```

The list contains the GPTR ID and Title for all GPTRs existing for the Air Force Specialty.

👉 **STEP 23:** **SELECT THE GPTR TO BE PRINTED.** Enter the number corresponding to the desire GPTR and then press `RETURN`.

```
NGT823.282              GPTR Specification              3 Jan 89
1.3                     Selection of GPTR            OVERWRITE


   GPTR ID    Title
 1. 001      Law Enforcement Patrolman/Installation Entry Controller
 2. 002      Armed Response Team/Security Response Team (Leader/Member)
 3. 003      Desk Sergeant/Security Controller
 4. 004      Resource Protection
 5. 005      Flight Chief
 6. 006      Air Base Ground Defense (ABGD/Combat Skills)
 7. 007      Pass and Registration/Visitor Control Center
 8. 008      Information Security
 9. 009      Reports and Analysis
10. 010      Crime Prevention
11. 011      Entry Controller
12. 012      ALL TASK
13. 105      Pass and Registration
14. 195      Information Security
15. 244      Reports and Analysis


Enter printer id or press ENTER to use TX00

10-12-19
```

A prompt is added at the bottom of the screen, as illustrated at the left.

👉 **STEP 24:** **PRESS** `RETURN` **OR ENTER A PRINTER ID.** Press `RETURN` to print the list at your AOTS Workstation printer; or enter a valid AOTS Printer ID and press `RETURN` to print the list at another designated AOTS Workstation printer. (You may obtain a list of AOTS Printer IDs by calling the AOTS hotline.)

A prompt will appear advising you that the GPTR print is being generated.

STEP 25 :   REVIEW THE GPTR DATA TO DECIDE WHETHER OR NOT THE TASKS ARE SIMILAR TO THOSE WHICH APPLY TO THE NEW OPTR.

If a GPTR contains tasks which can be used as a baseline for the new OPTR, you will copy the GPTR as part of the process when creating the OPTR. If a GPTR does not contain data which can be used as a baseline for the new OPTR, you must update all data for the new OPTR.

o   Repeat Steps 21 - 25 if you wish to print another GPTR to review.

STEP 26:   SELECT THE QUIT OPTION FROM THE GPTR MAIN MENU. Enter Q (or q) and then press (RETURN).

```
MGT887.001        Operational Position Task Requirements      3 Jan 89
1.5                          Data Editor


          1. Create a new OPTR
          2. Edit an OPTR
          3. Display an OPTR
          4. Delete an OPTR
          5. Review GPTRs
          6. Print OPTRs
          7. List OPTRs

          q. Quit This Menu


          Select Option:  1_



10-12-20
```

To create a new OPTR, you must select the first option on the OPTR Editor Main Menu (illustrated to the left).

STEP 27:   SELECT THE CREATE A NEW OPTR OPTION. Enter 1 and then press (RETURN).

```
MGT887.388      Operational Position Task Requirements      3 Jan 89
1.5                    OPTR Specification                  OVERWRITE




   OPTR Duty Position:      8675428_

   Individualized Version:










           Enter OPTR to Create.  Press PA0 + to abort.

           Please input a value between : 1 and 9999999

10-12-21
```

The OPTR Specification screen is where you specify the OPTR ID and version for the new OPTR.

STEP 28:   **ENTER THE OPTR ID.** Enter the seven digit duty position number for which the OPTR applies and then press `RETURN`.

```
MGT887.388      Operational Position Task Requirements      3 Jan 89
1.5                    OPTR Specification                  OVERWRITE




   OPTR Duty Position:      8675428

   Individualized Version:









Select (S)tandard OPTR, (L)ist, Enter (I)ndividualized OPTR ? S

10-12-22
```

The prompt at the bottom of the screen changes, for you to specify the version of the new OPTR.

You will select the Standard OPTR option if:

o   the position is occupied by one individual, or

o   all individuals occupying the position perform the same tasks and complete the same courses.

You will select the Individualized OPTR option if:

o   the duty position is occupied by more than one individual and separate versions of the OPTR are necessary to identify differences in the tasks performed and courses completed by the individuals occupying the position.

When an OPTR is a standard version OPTR, the version is represented by the code "STD." When an OPTR is an individualized version OPTR, the version is represented by a three digit numeral (e.g., 001, 002).

STEP 29:   **SELECT THE STANDARD OR INDIVIDUALIZED OPTR OPTION.** Enter S (or s) and press ⌐RETURN⌐; or enter I (or i) and press ⌐RETURN⌐, and then enter a version number. (Standard version has been illustrated.)

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
MGT007.103       Operational Position Task Requirements      3 Jan 89
1.5                      Create Options


         1. Create by copying an existing OPTR
         2. Create by copying a GPTR
         3. Create by entering a complete OPTR

         q. Quit This Menu



         Select Option:  _




10-12-23
```

The OPTR Create Options screen is illustrated to the left. It is at this point where you identify how you want to update the data for the OPTR.

If you previously determined that data from an existing OPTR closely resembles the tasks and courses required for the new OPTR, you will select the first option on this screen. You will then see screens and prompts which enable you to specify the OPTR to be copied (you will enter the OPTR ID and version code).

If you previously determined that data from an existing GPTR closely resembles the tasks required for the new OPTR, you will select the second option on this screen. You will then see screens and prompts which enable you to specify the GPTR to be copied.

If you previously determined that data must be entirely entered for the OPTR (because data can neither be copied from an OPTR nor a GPTR), you will select the third option.

STEP 30:   **SELECT THE OPTION CORRESPONDING TO HOW YOU WILL ENTER THE DATA FOR THE OPTR.** Enter 1, 2 or 3 and then press ⌐RETURN⌐.

If you selected option 1 or 2, provide the identification data for the OPTR or GPTR to be copied (screens and prompts you will see are not illustrated).

```
MGT887.181        Operational Position Task Requirements        3 Jan 89
1.5                    Position Title for 8675428-87D


  1. OPTR Title:

Developed by:    SSgt Ahrens, Mark A.






            Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1_

10-12-24
```

The screen illustrated to the left reflects the OPTR Identification data for the new OPTR.

The OPTR ID and version are identified in the subtitle of the screen. The OPTR Title is identified at Data Field 1.

If you copied an OPTR or GPTR, the title of the copied OPTR/GPTR is reflected. If you did not copy an OPTR or GPTR, no OPTR title is reflected on this screen. An OPTR title should be the same as the duty title of the individual(s) who occupies the duty position.

If you need to change the OPTR title, proceed to Step 31. If the OPTR title reflected on the screen is correct for the new OPTR, skip Step 31 and proceed to Step 32.

STEP 31:   **ENTER THE OPTR TITLE FOR THE OPTR BEING CREATED.** Enter 1 (for field number one) and then press `RETURN`.; then enter the title and then press `RETURN`. (Note: You may have to toggle the INSERT/OVER-WRITE mode when entering the duty title. This is done by pressing the `INS` key on the KEYPAD, so that the word OVERWRITE appears in yellow at the top right corner of your screen.)

STEP 32:   **QUIT THE POSITION TITLE SCREEN.** Enter Q (or q) and then press `RETURN`.

```
NCT887.182              Data Selection Menu              3 Jan 89
1.5                     OPTR ID 0675428-STD



        1. Position Title
        2. AFS Task Training Requirements
        3. Add Local/New AFS Task Requirements
        4. Other Training Requirements

        q. Quit This Menu



        Select Option: 2_







10-12-25
```

The OPTR Data Selection menu is now in view (illustrated to the left).

The options appearing on this screen identify the different data which are entered and stored for an OPTR.

STEP 33: **SELECT THE AFS TASK TRAINING REQUIREMENTS OPTION.** Enter 2 and then press `RETURN`.

```
NCT884.881              Tasks Selected and Priority      6 Jan 89
1.8             OPTR 0675428-STD - 811XX  Security Police
  1.  018999
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE


  2.  I88288
MAKE ENTRIES ON DD FORMS 1488 (ARMED FORCES TRAFFIC TICKET)


  3.  F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


  4.  F88385
PREPARE AND ISSUE TRAFFIC TICKETS OR VIOLATION NOTICES


  5.  F88259
CONTROL SPECTATORS AT SPECIAL EVENTS


(A)dd to end, (I)nsert, (D)elete, (O)rder manually, (R)eprioritize,
(T)ask Factor, (S)earch, PgDn, (Q)uit ?

10-12-26
```

The screen now reflects a list of Task IDs and task statements which apply to the tasks performed in this position.

If an OPTR or GPTR had been copied, the tasks you see are those that were listed for the OPTR/GPTR which had been copied. If an OPTR or GPTR had not been copied to create this OPTR, you will not see task data on the screen.

The prompt at the bottom of the screen contains options for changing or specifying tasks for the OPTR, and for determining the order the tasks should be listed. Depending on how many changes are required, you may need to repeat options more than once.

o   You must delete each task that is not performed by the individual(s) occupying the position. To delete a task: select the Delete option (enter D or d and press ⌷RETURN⌷); then, enter the data field number corresponding to the task to be deleted and press ⌷RETURN⌷. A prompt is displayed, to verify that you want the item deleted; if you enter Y (yes), the task is deleted and all data after the task are moved up one field on the screen; if you enter N (no), the deletion is ignored.

o   You must add each task that is performed by the individual(s) occupying the position. You will need to review the Master Task List (MTL) to determine the Task IDs which are defined for the Air Force Specialty. (A printout of Task IDs and task statements for the MTL should be available at the workstation - if not, call the AOTS hotline.) You cannot determine the Task IDs that apply to the OPTR unless you have access to all Task IDs for the AFS. To add a task, you can select one of two options on the screen:

-     The Add to End option enables you to add one or more Task IDs to the end of the list. Enter A (or a) and press ⌷RETURN⌷; then enter the Task ID to be added and press ⌷RETURN⌷. You may continue adding Task IDs, one at a time. Once you press return twice in a row (as a prompt will indicate on the screen), the Add to End option is discontinued and the original prompt is returned to the screen.

-     The Insert option enables you to insert one or more Task IDs anywhere on the list. Enter I (or i) and press ⌷RETURN⌷; then enter the Task ID to be added and press ⌷RETURN⌷. You may continue to insert Task IDs, one at a time. Once you press ⌷RETURN⌷ twice in a row (as the prompt indicates), the Insert option is discontinued and the original prompt is returned to the screen.

o   You must rank-order the tasks listed for the OPTR. The AOTS has a built in rank-ordering scheme which you should employ, by selecting the Reprioritize option (enter R or r and press ⌷RETURN⌷). Based on a variety of task factors (percent performed, task difficulty, etc.) stored for each task, the system rank-orders the tasks and lists them by priority. You are also able to manually order tasks by selecting the Order Manually option and entering data as required by the prompts which appear on the screen.

STEP 34:   **MODIFY THE LIST OF TASKS FOR THE OPTR, AS NECESSARY.** Information has been provided above, which explains how you should modify the data to reflect only those tasks which apply to the OPTR being created; and how to rank-order the tasks.

STEP 35:   **QUIT THE OPTR TASK SELECTION AND PRIORITY SCREEN.** Enter Q (or q) and then press ⌷RETURN⌷.

```
MGT887.182          Data Selection Menu              3 Jan 89
1.5                 OPTR ID 8675428-STD


          1. Position Title
          2. AFS Task Training Requirements
          3. Add Local/New AFS Task Requirements
          4. Other Training Requirements

          q. Quit This Menu


          Select Option:  3




10-12-27
```

The OPTR Data Selection Menu returns to view (as illustrated to the left).

Once you have defined the AFS tasks which apply to the OPTR, you then must define any local or new tasks which apply to the OPTR.

STEP 36:   **SELECT THE ADD LOCAL/NEW AFS TASK REQUIREMENTS OPTION.**
Enter 3 and then press RETURN.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
MCT804.001            Tasks Selected and Priority          3 Jan 89
1.8                OPTR 8675428-STD - 811XX  Security Police
  1.  018999
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE


  2.  I98288
MAKE ENTRIES ON DD FORMS 1408 (ARMED FORCES TRAFFIC TICKET)


  3.  F98278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


  4.  F98385
PREPARE AND ISSUE TRAFFIC TICKETS OR VIOLATION NOTICES


  5.  F98259
CONTROL SPECTATORS AT SPECIAL EVENTS


(A)dd to end, (I)nsert, (D)elete, (O)rder manually, (R)eprioritize,
(T)ask Factor, (L)ocal/New task identification, (S)earch, PgDn, (Q)uit ? _


10-12-26
```

The list of Task IDs and statements for the OPTR appears.

You will need to obtain a list of Task IDs an the list of Task IDs and task statements which make up the Local-New Task List for the Air Force Specialty. This list should be available at the AOTS Workstation; if not, call the AOTS hotline.

o   Review the list to determine if one or more local/new tasks should be added to the OPTR. If you need to add a task, you can add it at the end or insert it anywhere on the list. If you add one or more tasks, you may also want to have the system reprioritize the tasks for the OPTR (select the reprioritize option). The Add to End, Insert, and Reprioritize options are the same options explained between Steps 33 and 34.

STEP 37:   **MODIFY THE TASKS FOR THE OPTR, IF NECESSARY.**

STEP 38:   **QUIT THE OPTR TASKS SELECTION AND PRIORITY SCREEN.** Enter Q (or q) and then press `RETURN`.

```
MGT867.162              Data Selection Menu              3 Jan 89
1.5                     OPTR ID 0675428-STD


         1. Position Title
         2. AFS Task Training Requirements
         3. Add Local/New AFS Task Requirements
         4. Other Training Requirements

         q. Quit This Menu


         Select Option:  4




10-12-29
```

The last option on the OPTR Data Selection Menu applies to the Other Training Requirements (OTRs) which apply to the duty position.

Other training requirements, with respect to an OPTR, includes:
(1) Ancillary Courses;
(2) Additional Duty Courses;
(3) Contingency Tasks; and
(4) ECI/CDC courses.

STEP 39:   **SELECT THE OTHER TRAINING REQUIREMENTS OPTION.** Enter a 4 and then press `RETURN`.

```
MGT858.010          OPTR Other Training Requirements      6 Jan 89
1.3                      OPTR OTR List

  Course Identification                  Title

     1. AT0002            Self Aid and Buddy Care

     2. AT0006            Crime Prevention Training

     3. AT0016            Driver Improvement Course V

     4. A00018            Accident Briefing

     5. CT0005            Monitoring Entry Into and Exiting From
                          Shelters During Emergency Situations




Choose Edit option (M)odify, (I)nsert, (A)dd To End, (D)elete, (Q)uit ? _

10-12-30
```

If you copied an OPTR to create this OPTR, you may see OTR data on the screen. OTR data includes Course IDs and Course Titles for Ancillary, Additional Duty and ECI/CDC courses, and Task IDs and task statements for Contingency Tasks.

The screen will not reflect data if you did not copy an OPTR, or if the OPTR you copied did not contain OTR data.

If a course/task is listed which does not apply to the OPTR being created, you must delete the OTR from the list. To delete an OTR, select the Delete option (enter D or d and press `RETURN`); then, enter the data field number corresponding to the OTR to be deleted and press `RETURN`.

You then must determine the OTRs which should be added to the OPTR. You must have access to the OTR lists which are available from the system. You cannot determine the OTRs which should be listed for this OPTR, unless you review all the OTRs which exist (OTR data is not sorted by Air Force Specialty). The OTR Lists should be available at the AOTS workstation; if not, call the AOTS hotline. There are two ways in which you add one or more OTRs to the OPTR:

o   Select the Insert option (enter I or i and press ⌐RETURN⌐); enter the data field number to identify where the OTR data is to be listed, and press ⌐RETURN⌐; enter the code representing the type of OTR (a legend is provided in a prompt which lists the codes), and press return; then, enter the OTR ID of the OTR to be added, and press ⌐RETURN⌐.

- OR -

o   Select the Add to End option (enter A or a and press ⌐RETURN⌐); enter the code representing the type of OTR (a legend is provided in a prompt) and press ⌐RETURN⌐; then, enter the OTR ID of the OTR to be added, and press ⌐RETURN⌐.

STEP 40:   **MODIFY THE OTHER TRAINING REQUIREMENTS FOR THE OPTR, IF NECESSARY.** The procedures have been explained above. No other screens/prompts/options are provided for illustration.

STEP 41:   **QUIT THE OPTR OTHER TRAINING REQUIREMENTS SCREEN.** Enter Q and then press ⌐RETURN⌐.

```
MCT887.182              Data Selection Menu              3 Jan 89
1.5                     OPTR ID 8675420-STD


        1. Position Title
        2. AFS Task Training Requirements
        3. Add Local/New AFS Task Requirements
        4. Other Training Requirements

        q. Quit This Menu



        Select Option:  Q




10-12-31
```

The OPTR Data Selection Menu reappears on the screen (as illustrated at the left).

You have completed the creation of the new OPTR at this point. Next, you should print the OPTR and review the data for accuracy.

STEP 42:   **QUIT THE OPTR DATA SELECTION SCREEN.** Enter Q (or q) and then press ⌐RETURN⌐.

To print the newly created OPTR, repeat Steps 8 through 13. If data is incorrect, you must then edit the OPTR to correct the invalid data.

o   To edit the OPTR, you will need to select the Edit an OPTR option from the OPTR Main Menu (this is Option 2 on the menu). You will then enter the OPTR ID and version, after which the OPTR Data Selection Menu is displayed. Steps 33 through 42 provide the procedures you must follow when editing the OPTR.

LAST STEP

Select the Quit option (enter Q and press return) enough times to return to the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

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10.13 Perform Qualification Assessment (Training Needs Diagnosis)

The Qualification Assessment process enables you, as a Supervisor, to match individuals on your supervision list against position training requirements. Based on this matching you can readily:

o   determine which airmen on your supervision list are most nearly position qualified for each of the duty positions you supervise;

o   compare the qualifications of various airmen on one or more positions;

o   identify the AFS Tasks and Other Training Requirements (OTR) on which each airman who is assessed on a position needs to be trained to become fully position qualified;

o   make duty assignments that will require the least amount of training to ensure that all positions are covered by position qualified personnel;

o   determine the number of tasks on which airmen under you need to be trained;

This section of the AOTS User's Handbook details the steps required to perform Qualification Assessments against AFS duty positions on the airmen assigned to you for supervision.

```
SUP627.001    Advanced On-The-Job Training System (AOTS)    3 Ja  89
1.3                        Primary Access Menu


            1. Personal Training Information
            2. Training Management
            3. Master Task List (MTL) Interface
            4. Position Requirements

            q. Quit This Menu


            Select Option:  2




10-13-1
```

Qualification Assessment is a function performed within the Training Management component of the AOTS. This component is accessed via Option 2 on the AOTS Primary Access Menu (illustrated at the left).
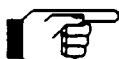
👉 **STEP 1:**   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter a 2 and then press [RETURN].

```
MGT015.001              AFS Selection Menu              3 Jan 89
1.6
              Please select the desired AFSC:

            1. 452X4  Tactical Aircraft Maintenance
            2. 454X0  Aerospace Propulsion
            3. 732X0  Personnel
            4. 811XX  Security Police

            q. Quit This Menu


            Select Option:  4_




10-13-2
```

If you are authorized to access data for more than one AFS you will see the screen illustrated to the left. The AFS you select must be the same as the AFS for the position or person for which you are performing the qualification assessment process.

If the individuals listed on your Supervision List have the same CAFSC, your access to data is restricted to that AFS. Therefore, you will not see the AFS Selection screen nor will you perform Step 2.

👉 **STEP 2:**   **SELECT THE AFS.** Enter the number corresponding to the desired AFS and then press [RETURN].

```
SUP827.886           Training Management           3 Jan 89
1.3


       1. Training Scheduler
       2. Airman Training Record (ATR) Manager
       3. Reporting Programs
       4. Qualification Assessment
       5. Off-Line Test Control
       6. Off-Line Test Scoring
       7. Access existing Event

       q. Quit This Menu



       Select Option:  4_




10-13-3
```

As you can see, the Training Management screen contains an option titled Qualification Assessment.

STEP 3:   **SELECT THE QUALIFICATION ASSESSMENT OPTION.** Enter 4 and then press ⌐RETURN⌐.

```
MGT839.881          Position Qualification Assessment     3 Jan 89
1.1                     Choose Assessment Mode


       1. By Position
       2. By Airman
       3. Review Position Training Requirements

       q. Quit This Menu



       Select Option:








10-13-4
```

The screen illustrated to the left co tains options which enable you to: (1) assess the qualifications of one or more persons against a specific duty position (Option 1); (2) assess the qualifications of one individual against one or more duty positions, (Option 2); and (3) review OPTR data (Option 3).

The remainder of this section is organized in two parts: Part A covers qualification assessment by position; Part B covers qualification assessment by airman. (Option 3 is not covered in this section. Section 10-12 of this handbook provides you with procedures for reviewing OPTR data.)

    o   The two assessment modes are similar but enable you to accomplish different functions.

o   Either mode permits you to assess the qualifications of one airman against one
    position. If you are performing a qualification assessment for one individual,
    you may refer to the instructions provided in either Part A or Part B of this
    section.

o   Either mode enables you to assign an individual against a duty position; whereby
    the person's individual training requirements (ITR) are automatically established
    and updated in his/her ATR. Once established, you are then able to revise the
    ITR data as necessary.

o   If you want to compare two or more airmen against one position, you must refer
    to Part A of this section. This assessment mode enables you to compare the
    amount of training that each airmen would need to qualify for the same duty
    position.

o   If you want to assess an individual against two or more positions, you must refer
    to Part B of this section. This assessment mode enables you to assess the amount
    of training the airman would need to qualify for each duty position.

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PART A - QUALIFICATION ASSESSMENT BY POSITION

```
MGT039.001        Position Qualification Assessment        3 Jan 89
1.1                     Choose Assessment Mode



        1. By Position
        2. By Airman
        3. Review Position Training Requirements

        q. Quit This Menu


        Select Option:  1_




10-13-5
```

This part of the Qualification Assessment procedures explains how you assess the qualifications of one or more individuals against a specific duty position.

☞ STEP 4:   SELECT THE BY POSITION OPTION. Enter a 1 and then press RETURN.

```
MGT007.300        Operational Position Task Requirements        3 Jan 89
1.5                     OPTR Specification              OVERWRITE




    OPTR Duty Position:        8125047_

    Individualized Version:






        Enter OPTR for Assessment List.  Press PA9 + to abort.

        Please input a value between : 1 and 9999999

10-13-6
```

The OPTR Specification screen is used to specify the OPTR ID and version for the position which you will use during the assessment process.

☞ STEP 5:   ENTER THE OPTR ID THAT APPLIES TO THE POSITION FOR WHICH YOU WILL ASSESS THE QUALIFICATIONS OF ONE OR MORE INDIVIDUALS. Enter the seven digit OPTR ID (which is the same as the duty position number) and press RETURN.

```
MGT887.380        Operational Position Task Requirements      3 Jan 89
1.5                       OPTR Specification                  OVERWRITE




   OPTR Duty Position:      8125847

   Individualized Version:








Select (S)tandard OPTR, (L)ist, Enter (I)ndividualized OPTR ? L


10-13-7
```

The prompt at the bottom of the screen changes, for you to specify the version of the OPTR.

You may specify the version by selecting either the Standard or Individualized OPTR option; or you may list the versions and then select the version from the list. The list option is illustrated next.

STEP 6:   **SELECT THE LIST OPTION.** Enter L (or I) and then press `RETURN`.

```
MGT887.381        Operational Position Task Requirements      3 Jan 89
1.5               Version Selection for OPTR 8125847—81

  1. STD  Installation Entry Controller/Installation Patrol
  2. 081  INSTALLATION PATROLMAN
  3. 082  INSTALLATION PATROLWOMAN








               Select the OPTR version wanted

   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  2_

10-13-8
```

The list of versions for the OPTR is shown on this screen. The illustration at the left provides examples of versions for an OPTR.

As explained in Section 10-12, there are two types of OPTR versions: Standard and Individualized. The code which represents a standard OPTR is "STD"; the code which represents an individualized OPTR is a numeral (up to three digits).

STEP 7:   **SELECT THE VERSION OF THE OPTR.** Enter the data field number corresponding to the desired version and then press `RETURN`.

```
MCT839.882        Position Qualification Assessment        3 Jan 89
1.1                    For Position 8125847-881

     SSAN        Rank      Name                    Tsk Anc Add Con ECI
  1. 888888883   A1N       Acorn, Henrietta
  2. 888888881   SrA       Adams, Pat A.
  3. 888888882   SrA       Apple, John A.
  4. 888888885   Sgt       Baker, Jane C.
  5. 888888886   MSgt      Bradberry, Allen K.




Enter (D)o assessment, (R)eview training, (A)ssign, (Q)uit ? B

10-13-8
```

The subtitle of this screen displays the ID and version of the OPTR which you selected.

The screen also lists ALL the airmen who have been assigned to you for supervision.

The prompt at the bottom of the screen provides four options:

o   (D)o assessment -- initiates the assessment of a persons' qualifications against the OPTR. (The certified tasks and completed courses listed in the individual's training history are matched against the tasks and courses which comprise the OPTR.)

o   (R)eview training -- enables you to review a person's ITR once the person is assessed against an OPTR. (If you select this option before assessing the individual against a position, the system prompts you that the airman has no ITR.)

o   (A)ssign -- assigns a person to the position identified by the OPTR ID appearing in the sub-title of the screen. This option establishes the initial data for the person's ITR.

o   (Q)uit -- quits the assessment process for the position.

STEP 8:   INITIATE THE QUALIFICATION ASSESSMENT PROCESS. Enter D (or d) and then press (RETURN).

```
MGT839.882          Position Qualification Assessment          3 Jan 89
1.1                    For Position 0125047-001

     SSAN            Rank      Name                    Tsk Amc Add Con ECI
  1. 000000883       AMN       Acorn, Henrietta
  2. 000000881       SrA       Adams, Pat A.
  3. 000000882       SrA       Apple, John A.
  4. 000000885       Sgt       Baker, Jane C.
  5. 000000886       MSgt      Bradberry, Allen X.





                    Select the individual to assess

     ('+ <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  4_

10-13-10
```

The system prompts you to select an airman to be assessed.

☞ STEP 9   **SELECT AN AIRMAN TO ASSESS.** Enter the data field number corresponding to the airman you wish to assess and then press ⌐RETURN⌐.

```
MGT839.882          Position Qualification Assessment          3 Jan 89
1.1                    For Position 0125047-001

     SSAN            Rank      Name                    Tsk Amc Add Con ECI
  1. 000000883       AMN       Acorn, Henrietta
  2. 000000881       SrA       Adams, Pat A.
  3. 000000882       SrA       Apple, John A.
  4. 000000885       Sgt       Baker, Jane C.
  5. 000000886       MSgt      Bradberry, Allen X.







            Assessing qualifications for Baker, Jane C.
               in position 0125047-001...Please Wait

10-13-11
```

The prompt at the bottom of the screen changes as illustrated to the left. It takes only a few seconds for the AOTS to perform the assessment.

```
MGT839.002          Position Qualification Assessment        3 Jan 89
1.1                     For Position 8125847-001

      SSAN          Rank      Name                    Tsk Anc Add Con ECI
  1. 000000003      AMN       Acorn, Henrietta
  2. 000000001      SrA       Adams, Pat A.
  3. 000000002      SrA       Apple, John A.
  4. 000000005      Sgt       Baker, Jane C.          67   0   0   0   0
  5. 000000006      MSgt      Bradberry, Allen X.


















Enter (D)o assessment, (R)eview training, (A)ssign, (Q)uit ? _

10-13-12
```

When the assessment is complete, the system displays the results of the assessment (as illustrated to the left).

The numbers under the columns at the right side of the screen identify the number of tasks for which the person would require training, as well as the other training requirements (i.e., Ancillary courses, Additional Duty courses, Contingency Tasks and ECI/CDC courses) the airman would have to complete to be qualified for the position. ˋ

If you desire to review the tasks and other training requirements which are identified for the individual by the assessment process, you must select the Review Training option. This option is not further explained nor illustrated.

If you desire to assign the individual to the duty position, and establish his/her individual training requirements (ITR), proceed to Step 10.

If you desire to assess another individual against the same position, repeat Steps 8 and 9.

If you desire to assess the qualifications of other individuals against another duty position:

o   Select the quit option (enter Q or q and press ⌈RETURN⌋).

o   Repeat Step 4 (i.e, select the "By Position" option).

o   A screen is displayed that lists the OPTR ID(s) against which you have assessed individual's qualifications. Select the "Include Another Position In List" option (enter I and press ⌈RETURN⌋).

o   Repeat Steps 5 through 9.

```
MGT839.882          Position Qualification Assessment          3 Jan 89
1.1                      For Position 8125047-001

     SSAN          Rank      Name                    Tsk Anc Add Con ECI
1. 888888883       AMN       Acorn, Henrietta
2. 888888881       SrA       Adams, Pat A.
3. 888888882       SrA       Apple, John A.
4. 888888885       Sgt       Baker, Jane C.          67   8   8   8   8
5. 888888886       MSgt      Bradberry, Allen X.















Enter :D)o assessment, (R)eview training, (A)ssign, (Q)uit ? A

10-13-13
```

When you assign an individual against a duty position using the AOTS, the system automatically establishes the person's ITR.

Remember, when an **assessment** is performed, the person's training history is matched against the OPTR. When an **assignment** is performed, the tasks for which the airman is not certified, and the other training requirements for which the airman has not completed, are updated to the person's ITR.

☞ **STEP 10:**   **SELECT THE ASSIGN OPTION.** Enter A (or a) and then press RETURN.

```
MGT839.882          Position Qualification Assessment          3 Jan 89
1.1                      For Position 8125047-001

     SSAN          Rank      Name                    Tsk Anc Add Con ECI
1. 888888883       AMN       Acorn, Henrietta
2. 888888881       SrA       Adams, Pat A.
3. 888888882       SrA       Apple, John A.
4. 888888885       Sgt       Baker, Jane C.          67   8   8   8   8
5. 888888886       MSgt      Bradberry, Allen X.










          Select the individual for position assignment

     Use (cursor) keys, or ((Enter (field number), (q) quit) & (return))  4_

10-13-14
```

The prompt changes at the bottom of the screen (as illustrated to the left), to advise you to select the individual you wish to assign to the position.

☞ **STEP 11**   **SELECT THE INDIVIDUAL TO BE ASSIGNED.** Enter the number corresponding to the individual and then press RETURN.

149

```
NCTB39.002        Position Qualification Assessment         3 Jan 89
1.1                   For Position 8125047-001

    SSAN         Rank      Name                      Tsk Anc Add Con ECI
 1. 000000083     AMN      Acorn, Henrietta
 2. 000000081     SrA      Adams, Pat A.
 3. 000000082     SrA      Apple, John A.
 4. 000000085     Sgt      Baker, Jane C.            67   0   0   0   0
 5. 000000086     MSgt     Bradberry, Allen X.




 -
            Developing training requirements for Baker, Jane C.
               in position 8125047-001... Please Wait

10-13-18
```

The prompt changes to reflect that the individual's training requirements are being developed. This part of the process takes only a few seconds.

Once the person's ITR is developed, you are provided with a prompt asking if you wish to update the ITR.

Many times, you will choose to update the person's ITR at the time you assign him/her to the position. By updating the person's ITR, you can:

o   Add tasks which the person performs (which are not listed in the OPTR),

o   Delete tasks which the person does not perform (which are listed in the OPTR),

o   Add Ancillary courses, Additional Duty courses, Contingency Tasks and ECI/CDC courses, which are required by the individual (which are not listed in the OPTR), and

o   Add PME and Formal Training courses (these types of courses are not listed in OPTRs).

If you do not want to update the person's ITR at this time, respond NO to the prompt shown on the screen (enter N or n and press [RETURN]). Then, quit each screen (enter Q or q and press [RETURN]) until you reach the AOTS Primary Access Menu. (At a later time, you can refer to Section 10.8 for procedures for reviewing and editing the ITR.)

STEP 12:   **SELECT THE YES OPTION, TO UPDATE THE GENERATED ITR.** Enter Y (or y) and then press [RETURN].

```
MGT838.882        Individual Training Requirements        3 Jan 89
1.5               Select Type of Training to Review


                  1. AFS Task
                  2. Ancillary
                  3. Additional Duty
                  4. Contingency
                  5. ECI/CDC
                  6. PME
                  7. Formal Training

                  q. Quit This Menu



                  Select Option:







10-13-16
```

The screen illustrated to the left identifies the types of training requirements which are listed in a person's ITR.

STEP 13: **REVIEW AND EDIT THE CONTENTS OF THE ITR.** Select each option, one at a time, and review/edit the individual's requirements.

The screens, prompts and options you will see are not illustrated in this section. You may refer to Section 10.8 for explanations of data and options contained in an ITR.

The following information should be considered as you update the person's ITR:

o   Ensure the person requires training to perform each task listed in the ITR.

-    If a task is one which the person is already trained and certified to perform, you must certify the task. (Section 10. 16 provides procedures for certifying a task.)

-    If a task is listed which the person does not perform, you must delete the task since the person is not required to be trained on tasks the airman is not required to perform.

-    If a task is not listed for which the person is required to perform and for which the airman requires training, you must add the task.

-    Once the correct tasks are identified, the tasks must be placed in order of training priority. (You can select the order option and move one or more tasks up or down on the ITR. The ITR operates on a rank-order process -- the person is trained on the tasks listed at the top of the list before the airman is trained on the tasks appearing at the bottom of the list.)

o   Ensure the person is required to complete each Ancillary, Additional Duty, and ECI/CDC course listed. If the individual is not required to complete a course, delete it from the ITR. If a course is not listed, add it to the ITR.

o   Ensure the person is required to be trained on the Contingency tasks listed in the ITR. If the individual will not perform a task while assigned to the duty position, delete the task from the ITR. If tasks are missing, add them.

o   PME and Formal Training courses are not listed in OPTRs, therefore, you must update these types of training requirements into the person's ITR.

STEP 14:   **QUIT THE ITR TYPE SCREEN ONCE YOU HAVE FINISHED REVIE-WING/UPDATING THE ITR DATA.** Enter Q (or q) and then press `RETURN`.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
PGT839.881          Position Qualification Assessment          3 Jan 89
1.1                     Choose Assessment Mode


          1. By Position
          2. By Airman
          3. Review Position Training Requirements

          q. Quit This Menu



          Select Option:  Q





10-13-17
```

The Qualification Assess-
ment Mode Selection screen
is displayed, as illustrated at
the left.

Now that the person's ITR is
established, you (or other
designated individuals) may
begin to schedule and con-
duct training for the indi-
vidual, based on the
requirements identified in
his/her ITR. Refer to Sec-
tion 10.14 for procedures for
administering training when
using the AOTS.

LAST STEP

Continue to select the Quit option from each screen (enter Q or q and press ⌐RETURN⌐)
as many times as necessary to the AOTS Primary Access Menu. At that point you may quit
the menu and log off the system, or you may perform another AOTS function.

PART B - QUALIFICATION ASSESSMENT BY AIRMAN

```
NCT835.001          Position Qualification Assessment          3 Jan 89
1.1                      Choose Assessment Mode


          1. By Position
          2. By Airman
          3. Review Position Training Requirements

          q. Quit This Menu


          Select Option:  2







10-13-18
```

This part of the Qualification Assessment procedures explains how you assess the qualifications of one individual against one or more duty positions.

STEP 15: **SELECT THE "BY AIRMAN" OPTION.** Enter a 2 and then press RETURN.

```
NCT835.002          Position Qualification Assessment          3 Jan 89
1.1

     SSAN          Rank          Name                Tsk Asc Add Com BCI
  1. 000000003     AMN           Acorn, Henrietta
  2. 000000001     SrA           Adams, Pat A.
  3. 000000002     SrA           Apple, John A.
  4. 000000005     Sgt           Baker, Jane C.
  5. 000000006     MSgt          Bradberry, Allen X.












          Select the Airman for assessment

     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1
10-13-18
```

The name of each airman appearing on your Supervision List is displayed.

STEP 16: **SELECT THE AIRMAN TO BE ASSESSED.** Enter the data field number corresponding to the airman you wish to assess and then press RETURN.

```
MGT839.883        Position Qualification Assessment        3 Jan 89
1.1                     For Acorn, Henrietta

   OPTR Id                                        Tak Anc Add Con ECI
1. 8125847-881












Enter (I)nclude in list, (D)o assessment, (R)eview training, (A)ssign,
(Q)uit ? I

10-13-20
```

If you had performed an assessment using procedures from Part A of this section, you will see the screen illustrated to the left.

If you do not see this screen, proceed to Step 18.

This screen allows you to select any of the OPTR IDs listed; or include other OPTR IDs on the list. The OPTR ID you select from or include on the list identifies the position which the individual (selected at Step 16) will be assessed against.

o   If an OPTR ID is listed corresponding to the OPTR you desire to assess the individual against, select the Do Assessment option (enter D or d and press ⌐RETURN⌐). Then, select the OPTR (enter the number corresponding to the desired OPTR ID and press ⌐RETURN⌐). The assessment process is initiated -- refer to the information presented after Step 20, for an explanation of the data resulting from the assessment process.

o   If you need to include an OPTR on the list, proceed to the next step.

☞ **STEP 17:**   <u>SELECT THE INCLUDE IN LIST OPTION.</u> Enter I (or i) and then press ⌐RETURN⌐.

```
MGT007.380      Operational Position Task Requirements      3 Jan 89
1.5                     OPTR Specification                   OVERWRITE




   OPTR Duty Position:      8125847

   Individualized Version:








           Enter OPTR for Assessment List.  Press PAD + to abort.

               Please input a value between : 1 and 9999999

10-13-21
```

The OPTR Specification screen is now displayed, for you to identify the OPTR ID and version that corresponds to the position for which you will assess the individual's qualifications.

STEP 18: **ENTER THE OPTR ID THAT APPLIES TO THE POSITION YOU WILL ASSESS THE INDIVIDUAL AGAINST.** Enter the seven digit OPTR ID (which is the same as the duty position number) and then press RETURN.

```
MGT007.380      Operational Position Task Requirements      3 Jan 89
1.5                     OPTR Specification                   OVERWRITE




   OPTR Duty Position:      8125847

   Individualized Version:








Select (S)tandard OPTR, (L)ist, Enter (I)ndividualized OPTR ? L

10-13-22
```

The prompt at the bottom of the screen changes, for you to specify the version of the OPTR.

You may specify the version by selecting either the Standard OPTR or Individualized OPTR option; or you may list the versions of the OPTR and then select the version from the list. The list option is illustrated next.

STEP 19: **SELECT THE LIST OPTION.** Enter L (or l) and then press RETURN.

```
MCT887.381       Operational Position Task Requirements      3 Jan 89
1.5                  Version Selection for OPTR 8125847—81

 1. STD  Installation Entry Controller/Installation Patrol
 2. 881  INSTALLATION PATROLMAN
 3. 882  INSTALLATION PATROLWOMAN










              Select the OPTR version wanted

    Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  3


10-13-23
```

The list of versions for the OPTR is shown on this screen. The illustration at the left provides examples of versions for an OPTR.

As explained in Section 10.12, there are two types of OPTR versions: Standard and Individualized. The code which represents a standard OPTR is "STD"; the code which represents an individualized OPTR is a numeral (up to three digits).

STEP 20:   **SELECT THE VERSION OF THE OPTR.** Enter the data field number corresponding to the desired version then press ⌐RETURN⌐.

```
MCT887.381       Operational Position Task Requirements      3 Jan 89
1.5                  Version Selection for OPTR 8125847—81

 1. STD  Installation Entry Controller/Installation Patrol
 2. 881  INSTALLATION PATROLMAN
 3. 882  INSTALLATION PATROLWOMAN










      -
              Assessing qualifications for Acorn, Henrietta
                 in position 8125847-882...Please Wait


10-13-24
```

At this point, the system performs the qualification assessment. It only takes a few seconds for the AOTS to accomplish the assessment process.

```
MGT839.883        Position Qualification Assessment        3 Jan 89
1.1                   For Acorn, Henrietta

    OPTR Id                                  Tsk Anc Add Con ECI
1. 8125047-001
2. 8125047-002                                32  8   8   8   8















Enter (I)nclude in list, (D)o assessment, (R)eview training, (A)ssign,
(Q)uit ?

10-13-25
```

When the assessment is complete, the system displays the results of the assessment (as illustrated to the left).

The numbers under the columns at the right side of the screen identify the number of tasks for which the person would require training, as well as the other training requirements (i.e., Ancillary courses, Additional Duty courses, Contingency tasks and ECI/CDC courses) he/she would have to complete to be qualified for the position.

If you want to assess the individual's qualifications against another duty position, repeat Steps 17 through 20.

If you want to assign the individual against a duty position, proceed to Step 21.

If you do not desire to assess the individual against another position, or if you do not desire to assign the individual against one of the OPTRs, continue to Quit each screen (enter Q or q and press ⟨RETURN⟩) until you reach the AOTS Primary Access Menu. At that point you may quit the menu and log off the system or you may perform another AOTS function.
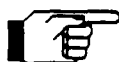
STEP 21:   **SELECT THE ASSIGN OPTION.** Enter A (or a) and then press ⟨RETURN⟩.

STEP 22:   **SELECT THE OPTR TO WHICH THE INDIVIDUAL IS TO BE ASSIGNED AGAINST.** Enter the number corresponding to the desired OPTR ID and then press ⟨RETURN⟩.

```
MGT839.003        Position Qualification Assessment          3 Jan 89
1.1                     For Acorn, Henrietta

   OPTR Id                                    Tsk Anc Add Con ECI
1. 8125847-001
2. 8125847-002                                 32   0   0   0   0













          Developing training requirements for Acorn, Henrietta
                in position 8125847-002... Please Wait

10-13-28
```

A prompt is displayed advising you that the individual's training requirements are being developed. (When you assign an individual against a duty position using the AOTS, the system automatically establishes the person's ITR.)

The establishment and update of the person's ITR takes only a few seconds.

Once the person's ITR is developed, you are provided with a prompt asking if you wish to update the ITR.

Many times, you will choose to update the person's ITR at the time you assign him/her to the position. By updating the person's ITR, you can:

o   Add tasks which the person performs (which are not listed in the OPTR),

o   Delete tasks which the person does not perform (which are listed in the OPTR),

o   Add Ancillary courses, Additional Duty courses, Contingency Tasks and ECI/CDC courses, which are required by the individual (which are not listed in the OPTR), and

o   Add PME and Formal Training courses (these types of courses are not listed in OPTRs).

If you do not want to update the person's ITR at this time, respond NO to the prompt shown on the screen (enter N or n and press ⌷RETURN⌷). Then, quit each screen (enter Q or q and press ⌷RETURN⌷) until you reach the AOTS Primary Access Menu. (At a later time, you can refer to Section 10.8 for procedures for reviewing and editing the ITR.)

STEP 23:   **SELECT THE YES OPTION, TO UPDATE THE GENERATED ITR.** Enter Y (or y) and press ⌷RETURN⌷.

```
MCTB38.002        Individual Training Requirements        3 Jan 89
1.5               Select Type of Training to Review


          1. AFS Task
          2. Ancillary
          3. Additional Duty
          4. Contingency
          5. ECI/CDC
          6. PME
          7. Formal Training

          q. Quit This Menu


          Select Option:  _




10-13-27
```

The screen illustrated to the left identifies the types of training requirements which are listed in a person's ITR.

☞ **STEP 24:**   **REVIEW AND EDIT THE CONTENTS OF THE ITR.** Select each option, one at a time, and review/edit the individual's requirements.

The screens, prompts and options you will see are not illustrated in this section. You may refer to Section 10.8 for explanations of data and options contained in an ITR.

The following information should be considered as you update the person's ITR:

o   Ensure the person requires training to perform each task listed in the ITR.

-     If a task is one which the person is already trained and certified to perform, you must certify the task. (Section 10. 16 provides procedures for certifying a task.)

-     If a task is listed which the person does not perform, you must delete the task since the person is not required to be trained on tasks he/she is not required to perform.

-     If a task is not listed for which the person is required to perform and for which he/she requires training, you must add the task.

-     Once the correct tasks are identified, the tasks must be placed in order of training priority. (You can select the order option and move one or more tasks up or down on the ITR. The ITR operates on a rank-order process -- the person is trained on the tasks listed at the top of the list before the airman is trained on the tasks appearing at the bottom of the list.)

o   Ensure the person is required to complete each Ancillary, Additional Duty, and ECI/CDC course listed. If the individual is not required to complete a course, delete it from the ITR. If a course is not listed, add it to the ITR.

o   Ensure the person is required to be trained on the Contingency tasks listed in the ITR. If the airman will not perform the task while assigned to the duty position, delete the tasks from the ITR. If tasks are missing, add them.

o   PME and Formal Training courses are not listed in OPTRs, therefore, you must update these types of training requirements into the person's ITR.

STEP 25:   **QUIT THE ITR TYPE SCREEN ONCE YOU HAVE FINISHED REVIE-WING/UPDATING THE ITR DATA.** Enter Q (or q) and press ⌐RETURN⌐.

```
MGT839.001        Position Qualification Assessment       3 Jan 89
1.1                     Choose Assessment Mode


           1. By Position
           2. By Airman
           3. Review Position Training Requirements

           q. Quit This Menu



           Select Option:  Q_




10-13-28
```

The Qualification Assessment Mode Selection screen is displayed, as illustrated at the left.

Now that the person's ITR is established, you (or other designated individuals) may begin to schedule and conduct training for the airman, based on the requirements identified in the airman's ITR. Refer to Section 10.14 for procedures for administering training when using the AOTS.

LAST STEP

Continue to select the Quit option from each screen (enter Q or q and press ⌐RETURN⌐) as many times as necessary to return to the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

10.14 Administer Training

As a supervisor, you will become quite familiar with the AOTS Training Scheduler. The Training Scheduler is the editor which provides you, and other authorized users, capabilities and access to data for administering training for the persons you supervise.

o   In Section 2, a decision logic table is provided which portrays the AOTS functions involved with administering training. The various types of training are identified on the table, as well as the users who are responsible for performing each function for each type of training.

-   Scheduling and conducting training are two of the four functions identified on the table, for which this section of the AOTS User's Handbook applies. It is recommend that you review the table as you review the material contained in this section. As you continue to schedule and conduct training with the support of the AOTS, you will gain a further understanding of the interrelationships you will have with trainees, trainers, evaluators and the system, as depicted by the table in Section 2.

The Training Scheduler enables you to schedule and conduct training for one or more persons at a time. The procedures for scheduling and conducting training vary, depending on the type of training involved and the amount of data existing within the AOTS.

o   The Training Scheduler accommodates the assignment and scheduling of training events. Different types of events exist to support the different types of training required by workcenter personnel. Various data exist for each event, which helps you identify and monitor the following:

-   specific type of training that applies,

-   timeframe in which training occurs,

-   progress status of trainee(s),

-   location where training takes place,

-   participants of training (trainer, evaluator, trainee),

-   other specific data (e.g., resources and training materials)

o   Task training involves four separate events:

1.   Knowledge Training
2.   Knowledge Evaluation
3.   Performance Training
4.   Performance Evaluation

o   Other training, which includes Ancillary courses, Additional Duty courses, ECI/CDC courses, Contingency Task training, Formal Training and PME courses, only involve a training event.

Before you begin to schedule any training, you need to be aware of the following:

o   Task training events apply only when the AOTS contains one or more behavioral objectives for a task.

-       The four events apply to each terminal behavioral objective for the task. When a task is broken down into subtasks, the four events also apply to each supporting behavioral objective.

o   If a behavioral objective does not exist for a task, the Training Scheduler does not accommodate the scheduling nor the conduct/administration of training for the task by way of events.

-       When you attempt to schedule a Knowledge Training event for a task, you will be able to identify whether or not a behavioral objective exists for the task, once you perform Step 10 of the procedures.

-       Another way to identify whether or not an objective exists for a task is to display or print the entire task (before you begin to schedule training for the task) and review the objective data. The system provides the objective data or a statement advising that there is no objective data.

o   Task training events are designed to be accomplished in sequence; i.e., the Knowledge Training event should be accomplished first; the Knowledge Evaluation event next; the Performance Training event next; and then the Performance Evaluation event.

-       The Knowledge Training event is the period of time in which the trainee studies materials to obtain knowledge about the task (or subtask). Knowledge training may occur on line or off line.

--   If a CAI or IVD lesson exists for a task, the knowledge training event is accomplished on line.

--   If a CAI or IVD lesson does not exist for the task, knowledge training is accomplished off line, using training materials such as films, sound-on-slide presentations or textual materials (e.g., training manual, T.O., regulation).

-       The Knowledge Evaluation event is the period of time in which the trainee is evaluated to determine whether or not he/she has attained sufficient knowledge about the task to begin performance training. Knowledge evaluation may occur on line or off line.

--   If a knowledge test exists in the AOTS for a task, the knowledge evaluation event can be accomplished on line or off line. It is recommended that knowledge testing occur on line whenever possible, since functions, such as scoring and marking the completion of the event, are accomplished automatically by the AOTS for on-line knowledge tests.

--   If a knowledge test does not exist in the AOTS, the event is accomplished off line, using whatever means are established within the workcenter.

- The Performance Training event is the period of time in which the trainer teaches the performance steps of the task and the sequence in which the steps must be accomplished. Performance training is always conducted off line.

- The Performance Evaluation event is the period of time in which the evaluator observes the trainee accomplishing the task and determines whether or not the trainee can adequately perform the task without further training. Performance evaluation is always administered off line.

    -- When evaluation products (explained in section 10.14.4) are available for a task, the products must be used to conduct the Performance Evaluation event.

    -- When evaluation products do not exist for the task, the evaluation event is conducted by whatever means are established within the workcenter.

Because the procedures for scheduling and conducting training vary somewhat, depending on the type of event involved, this section has been organized into five sub-sections.

o   The five sub-sections pertain to scheduling and conducting training for one person at a time. Each sub-section contains procedures for scheduling an event, as well as information you need to know for conducting the event.

o   The following identifies the sub-sections, and the type of training event that applies to each:

    10.14.1   Task Training - Knowledge Training Event
    10.14.2   Task Training - Knowledge Evaluation Event
    10.14.3   Task Training - Performance Training Event
    10.14.4   Task Training - Performance Evaluation Event
    10.14.5   Other Training - Training Event

When scheduling events for individual people, there are some common procedures you will perform regardless of the type of event involved. The common procedures begin on the next page.

When scheduling an __individual__ event, follow the common procedures (Steps 1-7); then follow the procedures within the sub-section that applies to the specific type of event being scheduled.

COMMON PROCEDURES FOR SCHEDULING INDIVIDUAL TRAINING

These first seven steps provide you access into the Training Scheduler, as well as access into the individual's training record for whom you are scheduling an event.

```
SUP827.801      Advanced On-The-Job Training System (AOTS)        1 Dec 88
1.2                        Primary Access Menu


              1. Personal Training Information
              2. Training Management
              3. Master Task List (MTL) Interface
              4. Position Requirements

              q. Quit This Menu


              Select Option:  2_




10-14-1
```

The screen at the left is an illustration of the AOTS Primary Access Menu. You need to access the Training Management component of the AOTS.

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and press (RETURN).

```
SUP827.806                  Training Management                   1 Dec 88
1.2


              1. Training Scheduler
              2. Airman Training Record (ATR) Manager
              3. Reporting Programs
              4. Qualification Assessment
              5. Off-Line Test Control
              6. Off-Line Test Scoring
              7. Access existing Event

              q. Quit This Menu


              Select Option:  1




10-14-2
```

You may choose one of two paths to schedule an individual for an event; you may access the Training Scheduler, or you may access the ATR Manager.

The Training Scheduler path is illustrated in this section. As you grow more familiar with the AOTS, you will be able to schedule events using either path.

STEP 2:   **SELECT THE TRAINING SCHEDULER OPTION.** Enter 1 and press (RETURN).

```
SUP027.006              Training Management              1 Dec 88
1.2


        1. Training Scheduler
        2. Airman Training Record (ATR) Manager
        3. Reporting Programs
        4. Qualification Assessment
        5. Off-Line Test Control
        6. Off-Line Test Scoring
        7. Access existing Event

        q. Quit This Menu



        Select Option:  1




Select Type of Training Mode :  (T)rainer, (S)upervisor, (Q)uit ? S

10-14-3
```

A prompt is added to the bottom of the screen, as illustrated at the left.

Here, you identify your AOTS User Type - ensure you select supervisor.

☞ **STEP 3:**   **SELECT THE SUPERVISOR OPTION.** Enter S (or s) and press RETURN.

```
MGT838.001          Individual Training Requirements          1 Dec 88
1.4                 Assignment Review and Generation


        1. Update or Schedule Individual Training Requirement
        2. Schedule Group Training Requirements
        3. Training Event Review or Update
        4. Add Personnel to Existing Event
        5. Print Training Requirements for Group
        6. Print Schedules for Group

        q. Quit This Menu



        Select Option:  1






10-14-4
```

At this point you need to select the option which applies to scheduling an _individual_ training requirement.

☞ **STEP 4:**   **SELECT THE UPDATE OR SCHEDULE INDIVIDUAL TRAINING REQUIREMENT OPTION.** Enter 1 and press RETURN.

```
MGT838.881          Individual Training Requirements         1 Dec 88
1.4                 Assignment Review and Generation


          1. Update or Schedule Individual Training Requirement
          2. Schedule Group Training Requirements
          3. Training Event Review or Update
          4. Add Personnel to Existing Event
          5. Print Training Requirements for Group
          6. Print Schedules for Group

          q. Quit This Menu



          Select Option:  1




   (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I

10-14-5
```

A prompt is added to the bottom of the screen, as illustrated in the screen to the left.

It is at this point that you identify the person for whom you want to schedule an event.

Since many of us do not memorize SSANs, the illustrations show how you identify the person from your Supervision List.

STEP 5: **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter I (or i) and press ⌈RETURN⌋.

```
MGT832.887          Training Record Manager              1 Dec 88
1.8                 Group Selection Screen


          SSAN          RANK          NAME
          ────          ────          ────
       1. 888888883     AMN       Acorn, Henrietta
       2. 888888881     SrA       Adams, Pat A.
       3. 888888882     SrA       Apple, John A.
       4. 888888885     Sgt       Baker, Jane C.
       5. 888888886     MSgt      Bradberry, Allen K.










   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  3_

10-14-6
```

The screen to the left illustrates a Supervision List. Note that the list is alphabetized by last name, making it easier for you to identify the airman for whom you want to schedule an event.

STEP 6: **SELECT THE INDIVIDUAL FOR WHOM YOU WANT TO SCHEDULE AN EVENT.** Enter the field number corresponding to the person and press ⌈RETURN⌋. (In the example, Data Field 3 was selected, which corresponds to SrA John A. Apple.)

```
NGT838.883        Individual Training Requirements        1 Dec 88
1.4                   Select Action Desired


          1. Update or Schedule Training
          2. Training Schedules Information
          3. Position Qualification Status Information
          4. Print Training Requirements
          5. Print Training Schedules
          6. Print Position Qualification Status
          7. Access General ITR

          q. Quit This Menu


             Select Option:  1




10-14-7
```

At this point, you have accessed portions of the person's training record.

The scheduling of an event takes place within the person's ITR.
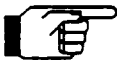
STEP 7:   **SELECT THE UPDATE OR SCHEDULE TRAINING OPTION.** Enter 1 and press `RETURN`.

```
NGT838.882        Individual Training Requirements        1 Dec 88
1.4                Select Type of Training to Update


          1. AFS Task
          2. Ancillary
          3. Additional Duty
          4. Contingency
          5. ECI/CDC
          6. PME
          7. Formal Training

          q. Quit This Menu


             Select Option:




10-14-8
```

The screen you are now viewing reflects the types of training requirements existing for an ITR.

It is at this point that the remaining procedures for scheduling an event depend on the type of event involved.

FOR THE REMAINING PROCEDURES, REFER TO THE SPECIFIC SUB-SECTION WHICH APPLIES TO THE TYPE OF EVENT YOU ARE SCHEDULING.

10.14.1 Schedule And Conduct A Knowledge Training Event

BEFORE YOU BEGIN THE FOLLOWING PROCEDURES,
ENSURE YOU HAVE COMPLETED STEPS 1-7 OF SECTION 10.14.

```
MGT838.882          Individual Training Requirements      1 Dec 88
1.4                 Select Type of Training to Update


        1. AFS Task
        2. Ancillary
        3. Additional Duty
        4. Contingency
        5. ECI/CDC
        6. PME
        7. Formal Training

        q. Quit This Menu


        Select Option:  1




10-14-8
```

To schedule a task training event, you must access the AFS Tasks portion of the person's ITR.

STEP 8:   **SELECT THE AFS TASK OPTION.** Enter 1 and press $\boxed{\text{RETURN}}$.

```
MGT054.006          Task Training Requirements        1 Dec 88
1.4                   for SrA Apple, John A.

 1. Task ID: A00002    Status: In Progress
ASSIGN PERSONNEL TO DUTY POSITIONS


 2. Task ID: B00037    Status: None
CONDUCT STAFF MEETINGS


 3. Task ID: F10004    Status: None
INSPECT FIXED POST FOR DISCREPANCIES


 4. Task ID: F00270    Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION




Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)eview status, (T)ask Search, PgDn, (Q)uit ? S

10-14-10
```

The screen you are now viewing lists the first four tasks on the person's ITR. The screen at the left is an illustration of tasks as they appear in an ITR.

An important fact to remember is that the tasks on a person's ITR are listed in the order of training priority. In other words, task training should be scheduled and conducted for tasks at the top of the list before training is scheduled and conducted for tasks appearing in the middle or at the end of the list.

You are able to identify whether training for a task has begun, is occurring, or has been completed by reviewing the status of the task. The status of each task is reflected at the right of the Task ID.

o　　The following table defines the status for a task:

TASK STATUS	DEFINITION
NONE	Training has not been scheduled nor conducted for the task.
IN PROGRESS	Training has been scheduled or has begun for the task.
AWAITING CERTIFICATION	Training has been completed for the task, and the person can now be certified on the task, - OR - Training takes place without the assistance of the AOTS (when the AOTS does not contain a behavioral objective for the task), and the person can be certified once training is completed offline.

Table 10-2　Task Status Definitions

To schedule a Knowledge Training event, the status of the task must reflect "None" or "In Progress."

o   It is important to remember that <u>the task for which you are scheduling an event must be one of the tasks listed on the screen you are now viewing</u>. When necessary:

- Press the ⌊PaDn⌋ key, and continue to press the key, until the task you are seeking can be seen on the screen,

or

- Select the Task Search option (enter T or lower case t and press ⌊RETURN⌋). Then enter the Task ID that corresponds to the task for which you are scheduling training and press ⌊RETURN⌋.

Once the task you are scheduling an event for can be seen on the screen, proceed to Step 9.

STEP 9:   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or s) and press ⌊RETURN⌋.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
MGTB54.006          Task Training Requirements          1 Dec 88
1.4                    For SrA Apple, John A.

  1. Task ID: A00002     Status: In Progress
ASSIGN PERSONNEL TO DUTY POSITIONS


  2. Task ID: B00037     Status: None
CONDUCT STAFF MEETINGS


  3. Task ID: P18004     Status: None
INSPECT FIXED POST FOR DISCREPANCIES


  4. Task ID: P66278     Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION




              Select the task to schedule or assign
                 Use <page down> key for paging.
     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  2_

10-14-11
```

A prompt is added at the bottom of the screen, advising you to select the task.

STEP 10:   **SELECT THE TASK.** Enter the field number corresponding to the task and press ⌐RETURN⌐.

The screen changes in one of the following three ways:

1.   The status of the task changes from "None" to "Awaiting Certification,"

2.   The Task Initialization screen is displayed, or

3.   The Task Status screen is displayed.

     Over time, you will be exposed to each of the three situations listed above. The next portion of this section provides information and procedures for all three screens - refer to the portion of information that applies to the screen you are currently viewing.

TASK STATUS CHANGES TO "AWAITING CERTIFICATION"

Because the AOTS does not contain one or more behavioral objectives for this task, the status of the task on the person's ITR changes from "None" to "Awaiting Certification."

o   Without behavioral objectives, the Training Scheduler cannot be used to schedule or conduct training events for the task. (Events do not exist for a task without a behavioral objective.)

o   The training for the task must be accomplished without further support or data from the AOTS. The status of the task, on the person's ITR, will remain "Awaiting Certification" until the task is certified.

Since the scheduling of events is not possible for this task, perform Step 11 below. After you conduct training for the task (without the support of the AOTS), you will need to certify the individual on the task (see Section 10.16).

STEP 11:   **SELECT THE QUIT OPTION** (enter Q or lower case q and press ⟨RETURN⟩) if this is the only task you desire to schedule training for this person at this time, or repeat Steps 9 and 10 if you desire to schedule another task.

If you are not going to schedule training for another task at this time, continue to QUIT each screen until you reach the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

TASK INITIALIZATION SCREEN IS DISPLAYED

```
MGT055.283          Initialization for Task P88278          1 Dec 88
1.4

     1. Start Date    01 Dec 1988

     2. Trainer       000000005    Sgt Baker, Jane C.

     3. Evaluator     000000006    MSgt Bradberry, Allen K.




            Select the information to change

   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)

10-14-12
```

The screen at the left is an illustration of the task initialization screen.

You will see the task initialization screen if this is the <u>first</u> event to be scheduled for this task. This screen is used to update specific initial information regarding the training for this task.

There are three data fields existing on this screen: Start Date, Trainer and Evaluator.

o   The training start date will automatically be reflected as today's date. You may change the start date (select option 1 and enter a new date in the DD MMM YYYY format), or you may accept today's date.

o   The trainer will be the person you designated as the trainee's <u>Primary</u> <u>Trainer</u> (Section 10.5).

-   If zeros are reflected, it means that you have not designated a Primary Trainer for the person, or that the Primary Trainer is not certified to perform the task. You will have to identify an individual who is qualified to be the trainer for this task.

-   If the person reflected on the screen will not be the trainer for this task, you will have to identify another individual to be the trainer.

If necessary, identify the correct trainer, by selecting Option 2 and entering the SSAN of the person who will be the designated trainer for this task.

-   The trainer must be one of those people listed on your Supervision List, or you may designate yourself to be the trainer.

- The trainer should be certified on the task being trained. If the person is not certified on the task, the system will provide a prompt advising you that he/she is not certified. You will then have the option to designate another trainer, or you may override the certification requirement and allow the person to remain as the trainer.

o The evaluator will be the person you designated as the trainee's <u>Primary Evaluator</u> (Section 10.5). The information provided above for the trainer also applies for the evaluator, except Option 3 applies versus Option 2.

STEP 12:   **CHANGE THE START DATE, TRAINER OR EVALUATOR, IF NECESSARY (see instructions on previous page or above).**

SELECT THE QUIT OPTION (enter Q or lower case q and press (RETURN)) IF/ONCE DATA ARE CORRECTLY REFLECTED ON THE SCREEN. The Task Status screen appears next.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

TASK STATUS SCREEN IS DISPLAYED

```
MGT864.881          Task Training Requirements          1 Dec 88
1.4               For SrA Apple, John A. on Task P88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


    Task Level    Objective  Type Event              Status
 1. Term. Obj.      1774    Knowledge   Training      Unassigned
 2. Term. Obj.      1774    Knowledge   Evaluation    Unassigned
 3. Term. Obj.      1774    Performance Training      Unassigned
 4. Term. Obj.      1774    Performance Evaluation    Unassigned




                           .





Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? S

10-14-13
```

The screen at the left is an illustration of the Task Status screen. The scheduling of events occurs at this point.

To provide you a better understanding of the data reflected on the screen, the contents of the Task Status screen are described below.

The trainee, Task ID and Task Statement are identified at the top of the screen, to help you keep track of the airman for whom you are currently scheduling training and the task for which training is being scheduled.

Data are sorted on the screen based upon the behavioral objective(s) existing for the task. The following information is provided for each objective:

o   The Objective ID (in the example the Objective ID is 1989).

o   The Task Level to which the objective applies.

-     An objective that applies to a task is referred to as a Terminal Objective. "Term. Obj." is reflected under the Task Level column when the objective applies to the task (as in the example).

-     An objective that applies to a subtask is referred to as a Supporting Objective. The subtask number, "1," "2," etc., is reflected under the Task Level column when the objective applies to a subtask.

o　　The four events and the status of each.

-　　The status of each event enables you to determine the person's training progress as it pertains to this task. The following table provides definitions for the status of events:

EVENT STATUS	DEFINITION
Unassigned	The event has not been scheduled nor conducted.
Assigned	The event is scheduled to occur AT THE EARLIEST OPPORTUNITY. The status remains "assigned" until the event is accomplished and marked complete.
Scheduled	The event is scheduled to occur AT A SPECIFIC TIME ON A SPECIFIED DATE. The status remains "scheduled" until the event is accomplished and marked complete.
Complete	The event has been successfully accomplished. The status remains "complete" until all other events for the task are marked complete.
Taken	The event had previously occurred, however the trainee did not pass an evaluation. The status remains "taken" until the event is reassigned, rescheduled or marked complete.
Reassigned	The event has been rescheduled to occur AT THE EARLIEST OPPORTUNITY. The trainee did not pass an evaluation, therefore the event must be repeated. The status remains "reassigned" until the event is reaccomplished and marked complete.
Rescheduled	The event has been rescheduled to occur AT A SPECIFIC TIME ON A SPECIFIC DATE. The trainee did not pass an evaluation, therefore the event must be repeated. The status remains "rescheduled" until the event is reaccomplished and marked complete.

Table 10-3　Event Status Definitions

STEP 13:　　　SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press
　　　　　　　　RETURN.

177

```
MGTB64.B81              Task Training Requirements              1 Dec 88
1.4              For SrA Apple, John A. on Task F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


     Task Level      Objective  Type Event              Status
  1. Term. Obj.       1774    Knowledge   Training    Unassigned
  2. Term. Obj.       1774    Knowledge   Evaluation  Unassigned
  3. Term. Obj.       1774    Performance Training     Unassigned
  4. Term. Obj.       1774    Performance Evaluation   Unassigned









          Select the task event to schedule or assign

     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1


10-14-14
```

Another prompt is added at the bottom of the screen, advising you to select the event.

STEP 14:   **SELECT THE KNOWLEDGE TRAINING EVENT TO BE SCHEDULED.**
Enter the field number which corresponds to the Knowledge Training event for the task (or subtask) and press ⌐RETURN⌐. (In the example, Data Field 1 is selected which corresponds to the Knowledge Training event for the example task.)

The screen changes in one of two ways:

1.   The Training Materials screen is displayed, or

2.   The Event Notice screen is displayed.

TRAINING MATERIALS SCREEN IS DISPLAYED

```
EVL881.899         Behavioral Objective Editor          1 Dec 88
1.9        Trng Materials for F88278-T-1774-Knowledge Training

FIRE WEAPONS TO MAINTAIN QUALIFICATION

    Type        Id                      Description

1.  T    ESBI 3-1      ARMING AND THE USE OF FORCE
2.  C    81-1-1-2-3    PREMARKSMANSHIP TRAINING
3.
4.
5.
6.
7.
8.
9.
18.
11.
12.

        TYPE:  (F)ilm, (T)ext, (C)AI, (S)ound-on-Slide, (O)ther
               Enter number of training material to select
                    Use <page down> key for paging.
       Use <cursor> keys, or <(Enter <field number>, <q> quit) & <return>>  2_

10-14-15
```

If training materials have been defined in the system for the task, you will see the screen illustrated at the left and you must perform Step 15.

If training materials have not been defined for the task, you will not see the screen illustrated at the left, and you will not perform Step 15 (proceed to the information following Step 15).

Training materials are on-line or off-line sources of information that provide knowledge about a task or subtask. Training materials can be of five types, as the legend at the bottom of the screen illustrates.

The Training Materials screen provides a list of materials that have been defined for the task (or subtask), which will assist the trainee in attaining requisite knowledge about the task. You are required to identify which one of the materials should be used as the trainee's primary source of requisite knowledge. There are some rules regarding your selection of materials:

o   If CAI or IVD is defined for a task/subtask, you must select the field number corresponding to the CAI or IVD material. CAI and IVD are to be the primary sources of providing knowledge training when such materials exist for the task.

o   The trainee is not limited to studying only the material you select on this screen. However, he/she will use the material you select as the primary source of requisite knowledge information.

STEP 15:   SELECT THE TRAINING MATERIAL TO BE USED BY THE TRAINEE FOR THIS KNOWLEDGE TRAINING EVENT. Enter the field number corresponding to the training material and press (RETURN). (In the example, Data Field 2 is selected which corresponds to CAI lesson 81-1-1-2-3, titled "Premarksmanship Training.") The Event Notice screen is displayed next.

```
MGT831.001              Training Event Assignment              1 Dec 88
1.4                      Task Training Event 293
Task Event Identification: F00278-T-1774-Knowledge Training
     Generated by:  000000004  SSgt   Abrams, Mark A.
  1. Trainer:        000000005  Sgt    Baker, Jane C.

  2. Start Date and Time: No Schedule
  3.   End Date and Time: No Schedule

     Number of Participants: (SrA Apple, John A.)


  4. Installation:


     Training Method:   CAI
     MARKSMANSHIP TRAINING
  5. Description:




Enter  (C)ancel Event Generation, (M)odify Event, (G)enerate Event ? G

10-14-16
```

The screen at the left illustrates an on-line Event Notice. The notice will be printed automatically once you generate the event (explained later).

The following information is provided to acquaint you with the information appearing on an Event Notice, and to explain the data for which you are responsible.

o   The system automatically establishes an Event ID for each training and evaluation event. The Event ID is reflected in the sub-title of the screen. (In the example, the Event ID is 172.)

o   The event is further identified by a combination of data, which appears on the first line of the screen (below the sub-title). Using the example above, the ID can be broken down for explanation, as follows:

F00278	-	T	-	1774	-	Knowledge Training
↑		↑		↑		↑
Task ID		Task Level		Objective ID		Type of Event
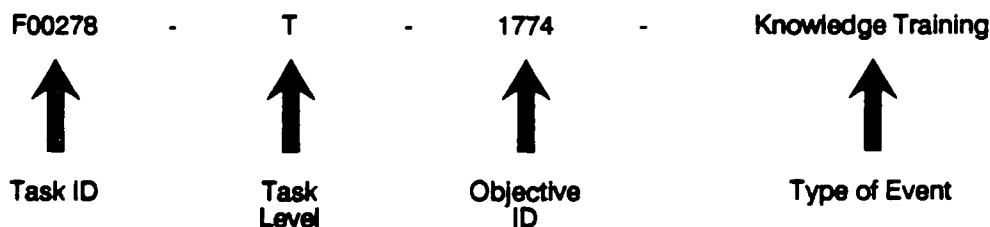
The task level will reflect "T" when the event applies to a terminal (task) objective. "S1," "S2," etc., is reflected when the event applies to a supporting (subtask) objective, where the number corresponds to the specific subtask involved ("S1" applies to the first subtask; "S2" applies to the second subtask, etc.).

o   You are automatically reflected as the person who is generating the event (your SSAN, rank and name are automatically listed).

o   The person you earlier designated as the trainer for the task is reflected at Data Field 1 (SSAN, rank & name). You may change the trainer by modifying the data in Data Field 1.

o   The start date and time, and end date and time, for the accomplishment of this Knowledge Training event are reflected in Data Fields 2 and 3.

      -     If you want the event to be assigned or reassigned (i.e., occur AS SOON AS POSSIBLE), you will <u>not</u> enter dates nor times for the event.

      -     If you want the event to be scheduled or rescheduled (i.e., occur DURING A SPECIFIED TIME FRAME), you will need to enter the start and end date(s) and times, by modifying Data Fields 2 and 3.

o   The number of participants (trainees for the event) is reflected next. When there is only one participant, the person's rank and name are reflected, rather than the number 1. The data are automatically provided by the AOTS, and cannot be modified by a user.

o   The installation where the training is to take place is identified in Data Field 4.

      -     If the event will take place in the normal work place of the trainee and trainer, no installation data are required.

      -     If the event will occur outside of the normal work place, you need to modify Data Field 4 to identify the base, building or to provide other information about the event.

o   The Training Method is reflected next.

      -     If training materials do not exist in the system for the task, the training method field does not appear on the screen.

      -     If training materials do exist for the task. However, you did not specify the materials at Step 15, the training method field does not appear on the screen.

      -     If training materials do exist for the task, and you specified which of the materials is to be the primary information source (Step 15), the training method field will reflect the material you specified.

o   The Description is the last portion of data reflected on the screen. If additional information or instructions are required for the accomplishment of the event (e.g., bring pen or pencil to take notes), you must modify Data Field 5.

STEP 16:   **SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE.** Enter M (or m) and press ⌐RETURN⌐. GO TO STEP 21 IF YOU DO <u>NOT</u> NEED TO MODIFY DATA.

STEP 17:   **SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY.** Enter the field number and press ⌐RETURN⌐. (You can only modify one data field at a time.)

☞ **STEP 18:** **ENTER THE DATA AS INSTRUCTED BY THE PROMPT.** Enter the data and press ⌐RETURN⌐.

☞ **STEP 19:** **REPEAT STEPS 17 AND 18 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.**

☞ **STEP 20:** **SELECT THE QUIT OPTION.** Enter Q (or q) and press ⌐RETURN⌐.

☞ **STEP 21:** **SELECT THE GENERATE EVENT OPTION.** Enter G (or g) and press ⌐RETURN⌐.

Generating an event causes Event Notices to be automatically printed to the trainer and trainee of the event. The printed notices will contain the same data as this on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR, current Training Schedule and Position Qualification Status listing, as appropriate.

o   The person's ITR reflects the status of the task as well as the status of the event. The status of the task will be "In Progress"; and the status of the event will be "Assigned," "Scheduled," "Reassigned" or "Rescheduled."

o   The Training Schedule of the trainee and trainer will reflect the event. The event will remain on the Training Schedules until the event is cancelled or marked complete.

o   If the task is one listed on the person's Position Qualification Status listing, the status of the task is reflected as "In Progress."

```
RGT054.001              Task Training Requirements              1 Dec 88
1.4               For SrA Apple, John A. on Task F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


   Task Level     Objective  Type Event                    Status
1. Term. Obj.      1774    Knowledge   Training          Assigned
2. Term. Obj.      1774    Knowledge   Evaluation        Unassigned
3. Term. Obj.      1774    Performance Training          Unassigned
4. Term. Obj.      1774    Performance Evaluation         Unassigned
```

Once the event has been generated, the Task Status screen returns to view, reflecting the new status of the event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned."

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled."

```
Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? _

10-14-17
```

STEP 22:   <u>QUIT THE TASK STATUS SCREEN.</u> Enter Q (or q) and press
                      RETURN

LAST STEP FOR SCHEDULING A KNOWLEDGE TRAINING EVENT

Continue to Quit each screen until you reach the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

CONDUCTING THE KNOWLEDGE TRAINING EVENT

When the trainee receives the printed Event Notice, he/she should perform the function of "Proceed with Training." If this knowledge training event is the next event to be accomplished by the individual, the AOTS will provide identification data for the event to the trainee.

o   If the event will be accomplished on line, the system will automatically access the appropriate CAI lesson. Once the trainee completes the entire lesson, the system will automatically mark the completion of the event.

o   If the event will be accomplished off line,

-    The trainee can accomplish the event without the assistance of a trainer (if training materials have been defined for the task),

or

The trainer must either assist the trainee to acquire the materials for attaining the required knowledge or provide direct knowledge training for the trainee if training materials have not been defined.

-    Once the event is accomplished, the trainee, trainer or you (as the supervisor) can mark the completion of the event.

Once the Knowledge Training event has been marked complete, the Knowledge Evaluation event can then be scheduled and conducted (see Section 10.14.2).

END
FILMED

DTIC
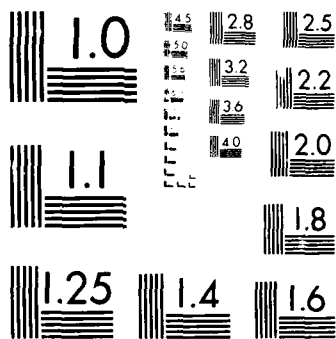
MICROCOPY RESOLUTION TEST CHART

NATIONAL BUREAU OF STANDARDS 1963-A

10.14.2   Schedule And Conduct A Knowledge Evaluation Event

BEFORE YOU BEGIN THE FOLLOWING PROCEDURES, ENSURE YOU HAVE COMPLETED STEPS 1-7 OF SECTION 10.14

```
MGT838.M82        Individual Training Requirements          1 Dec 88
1.4               Select Type of Training to Update


             1. AFS Task
             2. Ancillary
             3. Additional Duty
             4. Contingency
             5. ECI/CDC
             6. PME
             7. Formal Training

             q. Quit This Menu


             Select Option:  1




10-14-18
```

To schedule a Knowledge Evaluation event, you must access the AFS Tasks portion of the person's ITR.

STEP 8:   **SELECT THE AFS TASK OPTION.** Enter 1 and press ⌐RETURN⌐.

```
MCT854.006              Task Training Requirements         1 Dec 88
1.4                       For SrA Apple, John A.

 5. Task ID: F18844      Status: None
INVESTIGATE CRIME/INCIDENT SCENES


 6. Task ID: F18822      Status: None
APPREHEND A PERSON SUSPECTED OF BEING UNDER THE INFLUENCE.


 7. Task ID: C88895      Status: None
EVALUATE WORK PERFORMANCE OF SUBORDINATE PERSONNEL


 8. Task ID: F18839      Status: In Progress
CONDUCT A WALL SEARCH OF A SUSPECT




Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)eview status, (T)ask Search, PgUp, PgDn ? S

10-14-18
```

The screen you are now viewing lists the first four tasks on the person's ITR. The screen at the left is an illustration of tasks as they appear in an ITR.

The task you are scheduling the event for must be one of the tasks listed on the screen you are now viewing. When necessary,

o   Press the [PgDn] key, and continue to press the key until the task you are seeking can be seen on the screen,

        or

o   Select the Task Search option (enter T and press return); and then enter the Task ID that corresponds to the task for which you are scheduling an event.

Once the task you are scheduling can be seen on the screen, proceed to Step 9.

STEP 9:   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or s) and press [RETURN].

```
MGT054.006                Task Training Requirements              1 Dec 88
1.4                         For SrA Apple, John A.

 5. Task ID: F18044    Status: None
INVESTIGATE CRIME/INCIDENT SCENES


 6. Task ID: F18022    Status: None
APPREHEND A PERSON SUSPECTED OF BEING UNDER THE INFLUENCE.


 7. Task ID: C88095    Status: None
EVALUATE WORK PERFORMANCE OF SUBORDINATE PERSONNEL


 8. Task ID: F18039    Status: In Progress
CONDUCT A WALL SEARCH OF A SUSPECT




                    Select the task to schedule or assign
                    Use <page> up and down keys for paging.
         use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  5_

10-14-20
```

STEP 10: **SELECT THE TASK.** Enter the field number corresponding to the task and press ⟨RETURN⟩.

```
MGT064.001                Task Training Requirements              1 Dec 88
1.4                  For SrA Apple, John A. on Task F18044
INVESTIGATE CRIME/INCIDENT SCENES


     Task Level   Objective  Type Event              Status
 1. Term. Obj.       982   Knowledge   Training      Assigned
 2. Term. Obj.       982   Knowledge   Evaluation    Unassigned
 3. Term. Obj.       982   Performance Training      Unassigned
 4. Term. Obj.       982   Performance Evaluation    Unassigned










Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? S

10-14-21
```

The Task Status screen is now in view.

You may refer to sub-Section 10.14.1, between Steps 12 and 13, if you need an explanation of the data appearing on this screen.

A prompt is added at the bottom of the screen, advising you to select the task.

STEP 11: **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or s) and press ⟨RETURN⟩.

```
MGT864.801              Task Training Requirements              1 Dec 88
1.4                 For SrA Apple, John A. on Task F18044
INVESTIGATE CRIME/INCIDENT SCENES


     Task Level   Objective  Type Event                Status
  1. Term. Obj.      982    Knowledge   Training        Assigned
  2. Term. Obj.      982    Knowledge   Evaluation      Unassigned
  3. Term. Obj.      982    Performance Training        Unassigned
  4. Term. Obj.      982    Performance Evaluation      Unassigned






              Select the task event to schedule or assign

      Use <cursor> keys, or {(Enter <field number>, <q> quit) & <return>}  2_


10-14-22
```

Another prompt is added at
the bottom of the screen,
advising you to select the
event.

STEP 12:   **SELECT THE KNOWLEDGE EVALUATION EVENT TO BE SCHEDULED.**
Enter the field number which corresponds to the Knowledge Evaluation
event and press RETURN. (In the example, Data Field 2 is selected
which corresponds to the Knowledge Evaluation event for the example
task.)

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

The screen changes in one of two ways:

1.   If there is a knowledge test for the task within the AOTS, you will see a prompt.

2.   If there is NOT a Knowledge Test for the task, you will see the Event Notice screen. Skip the information provided below, and skip Step 13.

```
MGT864.001          Task Training Requirements              1 Dec 88
1.4                 For SrA Apple, John A. on Task F18044
INVESTIGATE CRIME/INCIDENT SCENES


     Task Level    Objective  Type Event              Status
  1. Term. Obj.      982   Knowledge  Training       Assigned
  2. Term. Obj.      982   Knowledge  Evaluation     Unassigned
  3. Term. Obj.      982   Performance Training       Unassigned
  4. Term. Obj.      982   Performance Evaluation     Unassigned










Will the knowledge test be administered offline (Y)es, (N)o ? █

10-14-23
```

When a knowledge test exists, you will see a prompt at the bottom of the screen at the left.

A knowledge test consists of true/false and multiple choice questions. The test can be administered on line or off line. The procedures you accomplish depends on where the test is going to be administered. Whenever possible, the test should be administered on line. The test won't need to be printed and controlled, and the system will automatically score the test and mark the completion of the event.

☞ **STEP 13:**   **SPECIFY WHETHER OR NOT THE TEST IS TO BE ADMINISTERED OFF LINE.** Enter Y or N (or lower case y or n) and press ⟨RETURN⟩.

```
MGT831.001              Training Event Assignment              1 Dec 88
1.4                       Task Training Event 295              OVERWRITE
Task Event Identification: F18844-T-982-Knowledge Evaluation
    Generated by:  888888884    SSgt    Abrams, Mark A.
 1. Evaluator:     888888885    Sgt     Baker, Jane C.

 2. Start Date and Time: No Schedule
 3.  End Date and Time: No Schedule

    Number of Participants:  (SrA Apple, John A.)

 4. Installation:



 5. Description:




 Do you want a hard copy printed of this test ?  (Y)es, (N)o ? Y

10-14-24
```

The screen you are now viewing is the Event Notice screen.

You may refer to sub-Section 10.14.1, between Steps 15 and 16, if you need an explanation of the data appearing on this screen.

STEP 14:   SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE. Enter M (or m) and press ⬚RETURN⬚. (If you want the event scheduled for a specific time frame, ensure you modify Data Fields 2 and 3.) GO TO STEP 19 IF YOU DO NOT NEED TO MODIFY DATA.

STEP 15:   SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY. Enter the field number and press ⬚RETURN⬚. (You can only modify one data field at a time.)

STEP 16:   ENTER THE DATA AS INSTRUCTED BY THE PROMPT ON THE SCREEN. Enter the data and press ⬚RETURN⬚.

STEP 17:   REPEAT STEPS 15 AND 16 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.

STEP 18:   SELECT THE QUIT OPTION. Enter Q (or q) and press ⬚RETURN⬚.

STEP 19:   SELECT THE GENERATE EVENT OPTION. Enter G (or g) and press ⬚RETURN⬚.

Generating the event causes notices to be printed automatically to the evaluator and trainee of the event. The printed notices will contain the same data as the on-line notice, in addition to other data.

    Generating the event also automatically updates the person's ITR and current Training Schedule.

   o   The status of the task in the ITR will remain as "In Progress"; and the status of the event will be "Assigned," "Scheduled," "Reassigned" or "Rescheduled."

   o   The Training Schedule of the trainee and evaluator will reflect the event, until the event is cancelled or marked complete.

If there is an off-line AOTS test involved, the test and answer key can be printed either now as you are generating the event, or later. Skip Steps 20-22 below, if the evaluation event does not involve an off-line AOTS test.

```
MGT631.001              Training Event Assignment           1 Dec 88
1.4                     Task Training Event 295             OVERWRITE
Task Event Identification: F16044-T-982-Knowledge Evaluation
    Generated by:  888888884   SSgt    Abrams, Mark A.
 1. Evaluator:      888888885   Sgt     Baker, Jane C.

 2. Start Date and Time: No Schedule
 3.  End Date and Time: No Schedule

    Number of Participants:  (SrA Apple, John A.)


 4. Installation:



 5. Description:




Do you want a hard copy printed of this test ?  (Y)es, (N)o ? Y

10-14-24A
```

A prompt is added to the bottom of the screen asking if you want a hard copy of the test printed.

👉 **STEP 20:**   **SPECIFY WHETHER OR NOT YOU WANT A COPY OF THE TEST NOW.** Enter Y or N (or lower case y or n) and press ⌐RETURN⌐. If you enter N (or n), proceed to Step 23.

```
EVL818.001              Off-Line Test Generation            1 Dec 88
1.4                            Answer Key













Do you want to print a copy of the answer key? (Y)es, (N)o ? Y

10-14-25
```

The screen changes, as reflected in the screen at the left.

👉 **STEP 21:**   **DECIDE WHETHER OR NOT YOU WANT A COPY OF THE ANSWER KEY PRINTED NOW.** Enter Y or N (or lower case y or n) and press ⌐RETURN⌐.

```
EVL818.881          Off-Line Test Generation          1 Dec 88
1.4                       Answer Key                   OVERWRITE

















Enter printer id or press ENTER to use TXP1

10-14-26
```

If you did not elect to print a copy of the test or the answer key, you will not see the prompt illustrated in the screen at the left, nor will you perform Step 22.

The test and answer key can be printed at any AOTS Workstation. Normally, you will print tests and answer keys at your AOTS Workstation. However, if you have the need to print at another AOTS Workstation, you may contact the Systems Administrator (call the AOTS hotline) for the correct Printer ID for that workstation.

STEP 22: **ENTER A PRINTER ID OR PRESS RETURN.** Enter a printer ID and press ⌐RETURN⌐, if you want the test/answer key printed at a workstation other than your own; or just press ⌐RETURN⌐ (if you want the test printed at your workstation's printer). You will see a short prompt advising you that the printing is occurring. The screen automatically changes, and you are returned to the Task Status screen. When you retrieve the test and answer key from the printer, you will also receive a Test Control Log Record.

```
MGT864.881          Task Training Requirements          1 Dec 88
1.4              For Srsh Apple, John A. on Task F18844
INVESTIGATE CRIME/INCIDENT SCENES


    Task Level     Objective  Type Event              Status
1.  Term. Obj.        982     Knowledge   Training     Assigned
2.  Term. Obj.        982     Knowledge   Evaluation   Assigned
3.  Term. Obj.        982     Performance Training     Unassigned
4.  Term. Obj.        982     Performance Evaluation   Unassigned









Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? Q

10-14-27
```

Once the event has been generated, the Task Status screen returns to view, reflecting the new status of the Knowledge Evaluation event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned."

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled."

STEP 23: **QUIT THE TASK STATUS SCREEN.** Enter Q (or q) and press ⌐RETURN⌐.

LAST STEP FOR SCHEDULING A KNOWLEDGE EVALUATION EVENT

Continue to Quit each screen until you reach the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

CONDUCTING THE KNOWLEDGE EVALUATION EVENT

If the event involves an <u>on-line</u> knowledge test, the trainee must take the on-line test via the function referred to as "Proceed with Training." Once the trainee completes the test, the results are automatically scored, feedback is provided to the trainee on line, and the completion of the event is automatically marked by the AOTS.

If the event involves an <u>off-line</u> knowledge test generated from the AOTS, the evaluator for the event will administer the test to the trainee. If you printed the test and answer key, you need to provide the test, answer key and Log Record to the evaluator. If you did not print the test/answer key, the evaluator will have to access the existing event and print the test before he/she begins the event.

    o   Once the trainee completes the test, the evaluator (or you as the supervisor) needs to score the test.

        -    If the test is scored using the OMR equipment (SCANTRON) or by keyboard input, the system automatically prints the results and marks the completion of the event. You, as the person's supervisor, are responsible for providing feedback to the individual.

        -    If the evaluator manually scores the test off line using the answer key that was printed, the evaluator must give you the results so that you can provide feedback to the trainee. Then, either you or the evaluator must mark the event "complete."

If the event does <u>not</u> involve a test generated from the AOTS, there is no ability to score results of the evaluation. The evaluator (or you as the supervisor) must mark the completion of the event.

Once the Knowledge Evaluation event has been successfully accomplished and marked complete, the Performance Training event can then be scheduled and conducted (see section 10.14.3).

10.14.3 Schedule And Conduct A Performance Training Event

**BEFORE YOU BEGIN THE FOLLOWING PROCEDURES,
ENSURE YOU HAVE COMPLETED STEPS 1-7 OF SECTION 10.4.**

```
MGT838.882          Individual Training Requirements      1 Dec 88
1.4                 Select Type of Training to Update


          1. AFS Task
          2. Ancillary
          3. Additional Duty
          4. Contingency
          5. ECI/CDC
          6. PME
          7. Formal Training

          q. Quit This Menu


          Select Option:  1_



10-14-28
```

To schedule a Performance Training event, you must access the AFS Tasks portion of the person's ITR.

STEP 8:   **SELECT THE AFS TASK OPTION.** Enter 1 and press `RETURN`.

```
MGT854.886          Task Training Requirements            1 Dec 88
1.4                 For Srt Apple, John A.

 1. Task ID: AARN82     Status: In Progress
ASSIGN PERSONNEL TO DUTY POSITIONS


 2. Task ID: B86837     Status: Awaiting Certification
CONDUCT STAFF MEETINGS


 3. Task ID: 718884     Status: None
INSPECT FIXED POST FOR DISCREPANCIES


 4. Task ID: 786278     Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION


          Select the task to schedule or assign
             Use <page down> key for paging.
  Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return)) 1_

10-14-29
```

The screen you are now viewing lists the first four tasks on the person's ITR.

The important fact to remember is that you must be able to see (on the screen you are now viewing) the task for which you are scheduling an event.

Use the `PgDn` key, or the Task Search option, to position the task on the screen.

STEP 9:   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or lower case s) and press `RETURN`.

STEP 10:   **SELECT THE TASK.** Enter the field number corresponding to the task and press `RETURN`.

```
MCTM 1.881          Task Training Requirements        1 Dec 88
1.4               For SrA Apple, John A. on Task AM8882
.SSIGN PERSONNEL TO DUTY POSITIONS


    Task Level   Objective  Type Event              Status
1. Term. Obj.     1989    Knowledge  Training      Complete
2. Term. Obj.     1989    Knowledge  Evaluation    Complete
3. Term. Obj.     1989    Performance Training     Unassigned
4. Term. Obj.     1989    Performance Evaluation   Unassigned






         Select the task event to schedule or assign

  use (cursor) keys, or ((Enter (field number), (q) quit) & (return)) 3_

10-14-30
```

The Task Status screen is now in view.

You may refer to sub-Section 10.14.1, between Steps 12 and 13, if you need an explanation of the data appearing on this screen.
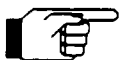
STEP 11:   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or small s) and press ⌷RETURN⌷.

STEP 12:   **SELECT THE EVENT TO BE SCHEDULED.** Enter the field number corresponding to a Performance Training event and press ⌷RETURN⌷.

```
MCT831.881          Training Event Assignment        1 Dec 88
1.4                  Task Training Event 298
Task Event Identification: AM8882-T-1989-Performance Training
      Generated by: 888888884   SSgt   Abrams, Mark A.
1. Trainer:          888888885   Sgt    Baker, Jane C.

2. Start Date and Time: No Schedule
3.   End Date and Time: No Schedule

    Number of Participants: (SrA Apple, John A.)


4. Installation:



5. Description:




Enter  (C)ancel Event Generation, (M)odify Event, (G)enerate Event ? G

10-14-31
```

The screen you are now viewing is referred to as the Event Notice screen.

You may refer to sub-Section 10.14.1, between Steps 15 and 16, if you need an explanation of the data appearing on this screen.

STEP 13:   **SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE.** Enter M (or m) and press ⌷RETURN⌷. (If you want the event scheduled for a specific timeframe, ensure you modify Data Fields 2 and 3.) Go to Step 18 if you do **not** need to modify data.

STEP 14:   **SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY.** Enter the field number and press ⌐RETURN⌐. (You can only modify one data field at a time.)

STEP 15:   **ENTER THE DATA AS INSTRUCTED BY THE PROMPT ON THE SCREEN.** Enter the data and press ⌐RETURN⌐.

STEP 16:   **REPEAT STEPS 14 AND 15 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.**

STEP 17:   **SELECT THE QUIT OPTION.** Enter Q (or q) and press ⌐RETURN⌐.

STEP 18:   **SELECT THE GENERATE EVENT OPTION.** Enter G (or small g) and press ⌐RETURN⌐.

Generating the event causes notices to be printed automatically to the evaluator and trainee of the event. The printed notices will contain the same data as the on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR and current Training Schedule.

o   The status of the task in the ITR will remain as "In Progress"; and the status of the event will be "Assigned," "Scheduled," "Reassigned" or "Rescheduled."

o   The Training Schedule of the trainee and evaluator will reflect the event, until the event is cancelled or marked complete.

```
MGT864.801          Task Training Requirements           1 Dec 88
1.4            For SrA Apple, John A. on Task A68882
ASSIGN PERSONNEL TO DUTY POSITIONS


    Task Level    Objective  Type Event            Status
  1. Term. Obj.     1989   Knowledge   Training    Complete
  2. Term. Obj.     1989   Knowledge   Evaluation  Complete
  3. Term. Obj.     1989   Performance Training     Assigned
  4. Term. Obj.     1989   Performance Evaluation  Unassigned










Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ar' Complete, (I)dentify Trainer/Evaluator, (Q)uit ? Q

10-14-32
```

Once the event has been generated, the Task Status screen returns to view, reflecting the new status of the event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned."

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled."

☞ **STEP 19:**   **QUIT THE TASK STATUS SCREEN.** Enter Q (or q) and press ⌐RETURN⌐.

LAST STEP FOR SCHEDULING A PERFORMANCE TRAINING EVENT

Continue to Quit each screen until you reach the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

CONDUCTING THE PERFORMANCE TRAINING EVENT

Performance training is <u>always</u> conducted off line.

o   If you are the trainer for the event, you should print the entire task before you begin training (see Section 10.1). The AOTS contains data for many tasks, which provides you with training outlines, and assist a trainer when planning and conducting training. For example: Subtasks and activities data provide a breakdown of a task into sequential performance steps; Resource data identifies the resources required to perform and train the task.

o   If you are not the trainer for the task, you should ensure the trainer obtains and uses the data from the AOTS pertaining to the task, if available when training the task.

Once the training is conducted, the trainer (or you, as the person's supervisor) must mark the event complete.

Once the Performance Training event has been marked complete, the Performance Evaluation event can be scheduled and conducted (see section 10.14.4).

10.14.4 Schedule And Conduct A Performance Evaluation Event

BEFORE YOU BEGIN THE FOLLOWING PROCEDURES,
ENSURE YOU HAVE COMPLETED STEPS 1-7 OF SECTION 10.14

```
MGT838.002          Individual Training Requirements          1 Dec 88
1.4                 Select Type of Training to Update


               1. AFS Task
               2. Ancillary
               3. Additional Duty
               4. Contingency
               5. ECI/CDC
               6. PME
               7. Formal Training

               q. Quit This Menu



               Select Option:  1




10-14-33
```

To schedule a Performance Evaluation event, you must access the AFS Tasks portion of the person's ITR.

STEP 8:   **SELECT THE AFS TASK OPTION.** Enter 1 and press ⌈RETURN⌋.

```
MGT054.006            Task Training Requirements            1 Dec 88
1.4                      For SrA Apple, John A.

 1. Task ID: A08002     Status: In Progress
ASSIGN PERSONNEL TO DUTY POSITIONS


 2. Task ID: B08637     Status: Awaiting Certification
CONDUCT STAFF MEETINGS


 3. Task ID: F18839     Status: In Progress
CONDUCT A WALL SEARCH OF A SUSPECT


 4. Task ID: F08278     Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION




Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)eview status, (T)ask Search, PgDn, (Q)uit ? S

10-14-34
```

The screen you are now viewing lists the first four tasks on the person's ITR. The screen at the left is an illustration of tasks as they appear in an ITR.

The task for which you are scheduling the event must be one of the tasks listed on the screen you are now viewing.

o   Press the ⌜PgDn⌝ key, and continue to press the key until the task you are seeking is displayed on the screen,

or

o   Select the Task Search option (enter T or lower case t and press ⌜RETURN⌝); and then enter the Task ID that corresponds to the task for which you are scheduling an event and press ⌜RETURN⌝.

Once the task you are scheduling an event for can be seen on the screen, proceed to Step 9.

STEP 9:   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or lower case s) and press ⌜RETURN⌝.

```
MGT854.006          Task Training Requirements          1 Dec 88
1.4                     For SrA Apple, John A.

 1. Task ID: A00002     Status: In Progress
ASSIGN PERSONNEL TO DUTY POSITIONS


 2. Task ID: B00037     Status: Awaiting Certification
CONDUCT STAFF MEETINGS


 3. Task ID: F18039     Status: In Progress
CONDUCT A WALL SEARCH OF A SUSPECT


 4. Task ID: F88278     Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION




               Select the task to schedule or assign
                   Use <page down> key for paging.
      Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  3


10-14-35
```

A prompt is added at the bottom of the screen, advising you to select the task.

☞ **STEP 10:**   **SELECT THE TASK.** Enter the field number corresponding to the task and press ⌐RETURN⌐.

```
MGT864.001          Task Training Requirements          1 Dec 88
1.4            For SrA Apple, John A. on Task F18039
CONDUCT A WALL SEARCH OF A SUSPECT


   Task Level    Objective  Type Event              Status
1. Term. Obj.     1274      Knowledge   Training    Complete
2. Term. Obj.     1274      Knowledge   Evaluation  Complete
3. Term. Obj.     1274      Performance Training    Complete
4. Term. Obj.     1274      Performance Evaluation  Unassigned










Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? S


10-14-36
```

The Task Status screen is now in view.

You may refer to sub-Section 10.14.1, between Steps 12 and 13, if you need an explanation of the data appearing on this screen.

☞ **STEP 11:**   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or s) and press ⌐RETURN⌐.

201

```
MGT064.001              Task Training Requirements              1 Dec 88
1.4               For SrA Apple, John A. on Task F18839
CONDUCT A MALL SEARCH OF A SUSPECT


     Task Level    Objective  Type Event              Status
  1. Term. Obj.      1274     Knowledge   Training     Complete
  2. Term. Obj.      1274     Knowledge   Evaluation   Complete
  3. Term. Obj.      1274     Performance Training     Complete
  4. Term. Obj.      1274     Performance Evaluation   Unassigned








          Select the task event to schedule or assign

   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  4


10-14-37
```

Another prompt is added at the bottom of the screen, advising you to select the event.

 STEP 12:

SELECT THE PERFORMANCE EVALUATION EVENT TO BE SCHEDULED. Enter the field number which corresponds to the Performance Evaluation event and press ⌐RETURN⌐. (In the example, Data Field 4 is selected which corresponds to the Performance Evaluation event for the example task.)

```
MGT031.001              Training Event Assignment              1 Dec 88
1.4                     Task Training Event 299
Task Event Identification: F18839-T-1274-Performance Evaluation
       Generated by: 000000004   SSgt    Abrams, Mark A.
  1. Evaluator:      000000006   MSgt    Bradberry, Allen K.

  2. Start Date and Time: No Schedule
  3.  End Date and Time: No Schedule

     Number of Participants:  (SrA Apple, John A.)


  4. Installation:



  5. Description:



Enter  (C)ancel Event Generation, (M)odify Event, (G)enerate Event,
  (L)ist Resources ? C

10-14-38
```

The screen you are now viewing is the Event Notice screen.

You may refer to sub-Section 10.14.1, between Steps 15 and 16, if you need an explanation of the data appearing on this screen.

 STEP 13:

SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE. Enter M (or m) and press ⌐RETURN⌐. (If you want the event scheduled for a specific timeframe, ensure you modify Data Fields 2 and 3.) Go to Step 18 if you do not need to modify data.

STEP 14: **SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY.** Enter the field number and press ⌈RETURN⌉. (You can only modify one data field at a time.)

STEP 15: **ENTER THE DATA AS INSTRUCTED BY THE PROMPT ON THE SCREEN.** Enter the data and press ⌈RETURN⌉.

STEP 16: **REPEAT STEPS 14 AND 15 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.**

STEP 17: **SELECT THE QUIT OPTION.** Enter Q (or q) and press ⌈RETURN⌉.

STEP 18: **SELECT THE GENERATE EVENT OPTION.** Enter G (or g) and press ⌈RETURN⌉.

Generating the event causes notices to be printed automatically to the evaluator and trainee of the event. The printed notices will contain the same data as the on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR and current Training Schedule.

o   The status of the task in the ITR will remain as "In Progress"; and the status of the event will be "Assigned," "Scheduled," "Reassigned" or "Rescheduled."

o   The Training Schedule of the trainee and evaluator will reflect the event, until the event is cancelled or marked complete.

If the AOTS contains evaluation products for this task or subtask, the evaluation products should be used to conduct the evaluation event. Evaluation products available from the AOTS includes an Oral Test Guide (OTG) accompanied by a Performance Evaluation Checklist (PEC).

o   An OTG contains instructions to the evaluator for administering the evaluation; a PEC is the checklist to be used by the evaluator when conducting the evaluation.

```
MCT831.881              Training Event Assignment                1 Dec 88
1.4                      Task Training Event 299
Task Event Identification: F18839-I-1274-Performance Evaluation
     Generated by: 888888884    SSgt    Abrams, Mark A.
  1. Evaluator:     888888886    MSgt    Bradberry, Allen X.

  2. Start Date and Time: No Schedule
  3.  End Date and Time: No Schedule

     Number of Participants:  (SrA Apple, John A.)


  4. Installation:



  5. Description:




Do you want a hard copy printed of this test ?  (Y)es,  (N)o ? Y

10-14-39
```

If the AOTS contains evaluation products for this task, the prompt changes on the screen, as illustrated in the screen at the left.

If evaluation products do not exist for this task, you are returned to the Task Status screen. Skip the information presented below and skip Steps 19-20.
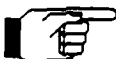
STEP 19:   **SPECIFY WHETHER OR NOT YOU WANT A COPY OF THE EVALU-
ATION PRODUCTS NOW.** Enter Y (or y) or N (or n) and press
⌐RETURN⌐. If you selected the No option, proceed to Step 21.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
MGT031.001          Training Event Assignment           1 Dec 88
1.4                 Task Training Event 299              OVERWRITE
Task Event Identification: F18639-T-1274-Performance Evaluation
     Generated by:  888888884   SSgt   Abrams, Mark A.
  1. Evaluator:     888888886   MSgt   Bradberry, Allen X.

  2. Start Date and Time: No Schedule
  3.   End Date and Time: No Schedule

     Number of Participants:  (SrA Apple, John A.)


  4. Installation:



  5. Description:




Enter printer id or press ENTER to use TXP1 _

10-14-40
```

The prompt changes again, to have you identify the printer ID that corresponds to the printer where you want the evaluation products to print.

The OTG and PEC can be printed at any AOTS Workstation. Normally, you will print the evaluation products at your AOTS Workstation. However, if you have the need to print at another AOTS Workstation, you may contact the Systems Administrator (call the AOTS hotline) for the correct Printer ID for that workstation.

STEP 20:   **ENTER A PRINTER ID OR PRESS RETURN.** Enter a printer ID and press `RETURN`, if you want the OTG and PEC printed at a workstation other than your own; or just press `RETURN` to have the evaluation materials printed at your workstation's printer. You will see a short prompt advising you that the printing is occurring. The screen automatically changes, and you are returned to the Task Status screen. When you retrieve the OTG and PEC from the printer, you will also receive a Test Control Log Record.

```
MGT064.001          Task Training Requirements          1 Dec 88
1.4            For SrA Apple, John A. on Task F18639
CONDUCT A WALL SEARCH OF A SUSPECT


     Task Level  Objective Type Event          Status
  1. Term. Obj.    1274   Knowledge  Training      Complete
  2. Term. Obj.    1274   Knowledge  Evaluation    Complete
  3. Term. Obj.    1274   Performance Training      Complete
  4. Term. Obj.    1274   Performance Evaluation    Assigned










Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? Q

10-14-41
```

Once the event has been generated, the Task Status screen returns to view, reflecting the new status of the Performance Evaluation event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned."

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled."

STEP 21:   **QUIT THE TASK STATUS SCREEN.** Enter Q (or q) and press `RETURN`.

LAST STEP FOR SCHEDULING A PERFORMANCE EVALUATION EVENT

Continue to QUIT each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

CONDUCTING THE PERFORMANCE EVALUATION EVENT

If evaluation products are available within the AOTS for the task, the evaluator will administer the evaluation to the trainee using the products. If you printed the OTG and PEC at the time you generated the event, you must give the products to the evaluator for the event. If you did not print the OTG or PEC, the evaluator must access the existing event and obtain the hard copy of the OTG and PEC.

o   Once the evaluation is administered, the evaluator (or you as the supervisor) must score the test.

-     If the test is scored using the OMR equipment (SCANTRON) or by keyboard input, the system automatically marks the completion of the event. You, as the person's supervisor, are responsible for providing feedback to the individual.

-     If the evaluator manually scores the checklist off line, the evaluator must give you the results so that you can provide feedback to the trainee. Then, either you or the evaluator must mark the event "complete."

If there are no evaluation products within the system for the task, the evaluator is to use whatever means exists in the workcenter to accomplish the event. There is no ability to score the evaluation via the AOTS when non-AOTS evaluation products are used. The evaluator (or you as the supervisor) must mark the completion of the event.

10.14.5 Schedule A Training Requirement Other Than Task

**BEFORE YOU BEGIN THE FOLLOWING PROCEDURES,
ENSURE YOU HAVE COMPLETED STEPS 1-7 OF SECTION 10.14.**

```
MGT838.882        Individual Training Requirements        1 Dec 88
1.4               Select Type of Training to Update


              1. AFS Task
              2. Ancillary
              3. Additional Duty
              4. Contingency
              5. DCI/CDC
              6. PME
              7. Formal Training

              q. Quit This Menu


              Select Option:  2_




10-14-42
```

To schedule training requirements other than task, you will first select the type of requirement that requires scheduling.

Procedures have been provided for an Ancillary course only. These procedures are the same for the other non-task training requirements.

STEP 8: **SELECT THE TYPE OF TRAINING REQUIREMENT FOR WHICH YOU DESIRE TO SCHEDULE TRAINING.** Enter the number corresponding to the type of requirement and press (RETURN). (In the example, Data Field 2, which corresponds to Ancillary courses was selected.)

```
MGT854.001            Ancillary Course Requirements         1 Dec 88
1.4                      For SrA Apple, John A.

 1. Course: AT8801            Status: Unassigned
    Title:  Chemical Warfare Defense Training For High Threat Areas

 2. Course: AT8802            Status: Unassigned
    Title:  Self Aid and Buddy Care

 3. Course: AT8803            Status: Unassigned
    Title:  Explosive Ordnance Recognition Training

 4. Course: AT8806            Status: Unassigned
    Title:  Crime Prevention Training

 5. Course: AT8807            Status: Unassigned
    Title:  Protection of the President (ANG-MMICS 436)

 6. Course: AT8818            Status: Unassigned
    Title:  Base Populace Briefing


Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or assign,
(E)vent display, (C)ancel assignment, (M)ark complete, PgDn, (Q)uit ? S


10-14-43
```

The screen you are now viewing lists the Ancillary courses required to be completed by this trainee.

The status of each Ancillary Course requirement is reflected at the right of each Course ID. The status will either be reflected as "Unassigned" or "Scheduled."

o   "Unassigned" means the training has not been scheduled nor conducted.

o   "Scheduled" means the course has been scheduled and has not been accomplished/completed.

It is important to remember that the course for which you are scheduling an event must be one of those listed on the screen you are now viewing. When necessary:

o   Press the (PgDn) key, and continue to press the key, until the course you are seeking can be seen on the screen. Once the course for which you are scheduling an event for can be seen on the screen, proceed to Step 9.

STEP 9:   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or s) and press
                   (RETURN).

```
MGT854.001            Ancillary Course Requirements          1 Dec 88
1.4                     For SrA Apple, John A.

 1. Course: AT0001          Status: Unassigned
    Title: Chemical Warfare Defense Training For High Threat Areas

 2. Course: AT0002          Status: Unassigned
    Title: Self Aid and Buddy Care

 3. Course: AT0003          Status: Unassigned
    Title: Explosive Ordnance Recognition Training

 4. Course: AT0006          Status: Unassigned
    Title: Crime Prevention Training

 5. Course: AT0007          Status: Unassigned
    Title: Protection of the President (AMG-MMICS 436)

 6. Course: AT0018          Status: Unassigned
    Title: Base Populace Briefing

                Select the course to schedule
                Use <page down> key for paging.
   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1

10-14-44
```

A prompt is added at the bottom of the screen, advising you to select the course.

STEP 10:   **SELECT THE COURSE.** Enter the field number corresponding to the course and press `RETURN`. (In the example, Data Field 1 was selected, which corresponds to course AT0001 - Chemical Warfare Defense Training for High Threat Areas.)

```
MGT831.001            Training Event Assignment              1 Dec 88
1.4                   Ancillary Course Event 300             OVERWRITE
Course Identification: AT0001
    Generated by: 000000004   SSgt    Abrams, Mark A.


 1. Start Date and Time: 01 Dec 1988 1200
 2.  End Date and Time: 00 Dec 1988 1200

    Number of Participants: (SrA Apple, John A.)

 3. Training Agency:
 4. Installation:




 5. Description:




Enter  (C)ancel Event Generation, (M)odify Event, (G)enerate Event ? G

10-14-45
```

The screen at the left illustrates an on-line Event Notice. The notice will be printed automatically once you generate the event (explained later).

The following information is provided to acquaint you with the information appearing on an Event Notice, and to identify the data for which you are responsible.

o   The system automatically establishes an Event ID for each training and evaluation event. The Event ID is reflected in the sub-title of the screen. (In the example, the Event ID is 220.)

o   The event is further identified by the Course ID, which appears on the first line of the screen (below the sub-title).

o   You are automatically reflected as the person who is generating the event (your SSAN, rank and name are automatically listed).

o   The start date and time, and end date and time, for the accomplishment of this training event are reflected in Data Fields 1 and 2.

-    Training requirements other than task training requirements, are always scheduled to occur during a specified timeframe.

-    You must enter the start and end date(s) and times by modifying Data Fields 1 and 2.

o   The number of participants (trainees for the event) is reflected next. When there is only one participant, the person's rank and name are reflected rather than the number 1. This information is automatically provided by the AOTS and cannot be modified by a user.

o   The training agency which is responsible for conducting the training can be defined by modifying Data Field 3.

o   The installation where the training is to take place is identified in Data Field 4.

-    If the event will take place in the normal work place of the trainee and trainer, no installation data needs to be entered.

-    If the event will occur outside of the normal work place, you must modify Data Field 4 to identify the base, building or other specifics that identify where the event will occur.

o   The Description is the last item reflected on the screen. If additional information or instructions are required for the accomplishment of the event (e.g., bring pen or pencil to take notes), you must modify Data Field 5.

STEP 11:   **SELECT THE MODIFY OPTION.** Enter M (or m) and press RETURN.
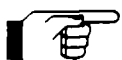
STEP 12:   **SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY.** Enter the field number and press RETURN. (You can only modify one data field at a time and you must modify Data Fields 1 and 2.)

STEP 13:   **ENTER THE DATA AS INSTRUCTED BY THE PROMPT.** Enter the data and press RETURN.

👉 **STEP 14:**   **REPEAT STEPS 17 AND 18 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.**

👉 **STEP 15:**   **SELECT THE QUIT OPTION.** Enter Q (or q) and press ⟨RETURN⟩.

👉 **STEP 16:**   <u>SELECT THE GENERATE EVENT OPTION.</u> Enter G (or g) and press ⟨RETURN⟩.

Generating an event causes Event Notices to be automatically printed to the trainee of the event. The printed notice will contain the same data as this on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR and current Training Schedule.

o   The person's ITR reflects the status of the course as being "scheduled."

o   The Training Schedule of the trainee will reflect the event. The event will remain on the Training Schedule until the event is cancelled or marked complete.

```
MGT054.001              Ancillary Course Requirements          1 Dec 88
1.4                         For SrA Apple, John A.

1. Course: ATO001          Status: Scheduled
   Title: Chemical Warfare Defense Training For High Threat Areas

2. Course: ATO002          Status: Unassigned
   Title: Self Aid and Buddy Care

3. Course: ATO003          Status: Unassigned
   Title: Explosive Ordnance Recognition Training

4. Course: ATO006          Status: Unassigned
   Title: Crime Prevention Training

5. Course: ATO007          Status: Unassigned
   Title: Protection of the President (ANG-HHICS 436)

6. Course: ATO018          Status: Unassigned
   Title: Base Populace Briefing


Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or assign,
(E)vent display, (C)ancel assignment, (M)ark complete, PgDn, (Q)uit ? Q

10-14-88
```

Once the event has been generated, the person's ITR listing the course requirements returns to the screen.

Note that the status for the course is now reflected as "scheduled."

👉 **STEP 17:**   **QUIT THE ITR SCREEN.** Enter Q (or q) and press ⟨RETURN⟩.

LAST STEP FOR SCHEDULING A NON-TASK TRAINING EVENT

Continue to Quit each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

CONDUCTING THE TRAINING EVENT

Because non-task training requirements are usually accomplished by outside agencies, further information has not been included on how the event is conducted.

o　Once the training is accomplished, you are responsible for marking the completion of the event.

o　Once the event is marked complete, the course is automatically removed from the person's ITR and is listed in the person's Training History.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

10.15   Mark Completion of a Training or Evaluation Event

Because training can be marked complete by a variety of users, and because the completion procedures vary depending on the type of training, this section is organized into two sub-sections.

o   There are some completion procedures, however, which are common to all types of training. The common procedures begin on the next page.

To mark an event complete, first follow the common procedures (Steps 1-7). Then, refer to and follow the procedures within the sub-section that applies to the specific type of event you are marking complete.

o   The following list identifies the sub-sections, and the type of event that applies:

10.15.1 Task Training Event

10.15.2 Training Event for Other Training Requirements

COMMON PROCEDURES FOR MARKING EVENTS COMPLETE

```
SUP827.881      Advanced On-The-Job Training System (AOTS)        1 Dec 88
1.2                        Primary Access Menu


          1. Personal Training Information
          2. Training Management
          3. Master Task List (MTL) Interface
          4. Position Requirements

          q. Quit This Menu


             Select Option:  2




10-15-1
```

To mark an event complete, you must first select the Training Management option on the AOTS Primary Access Menu.
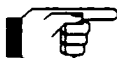
☞ **STEP 1:**   <u>SELECT THE TRAINING MANAGEMENT OPTION.</u> Enter 2 and press ⬚RETURN⬚.

```
SUP827.886                  Training Management                   1 Dec 88
1.2


          1. Training Scheduler
          2. Airman Training Record (ATR) Manager
          3. Reporting Programs
          4. Qualification Assessment
          5. Off-Line Test Control
          6. Off-Line Test Scoring
          7. Access existing Event

          q. Quit This Menu


             Select Option:  1_




10-15-2
```

You may choose one of two paths to mark an event complete: (1) You may access the Training Scheduler; or (2) You may access the ATR Manager.

The Training Scheduler path is illustrated in this section. As you grow more familiar with the AOTS, you will be able to mark events complete using either path.

☞ **STEP 2:**   <u>SELECT THE TRAINING SCHEDULER OPTION.</u> Enter 1 and press ⬚RETURN⬚.

```
SUP827.006              Training Management              1 Dec 88
1.2


          1. Training Scheduler
          2. Airman Training Record (ATR) Manager
          3. Reporting Programs
          4. Qualification Assessment
          5. Off-Line Test Control
          6. Off-Line Test Scoring
          7. Access existing Event

          q. Quit This Menu


          Select Option:  1




Select Type of Training Mode :  (T)rainer, (S)upervisor, (Q)uit ? S

10-15-3
```

STEP 3:   **SELECT THE SUPERVISOR OPTION.** Enter S (or s) and press
                     RETURN.

A prompt is added to the bottom of the screen, as illustrated at the left.

```
MGT838.001              Individual Training Requirements      1 Dec 88
1.4                     Assignment Review and Generation


          1. Update or Schedule Individual Training Requirement
          2. Schedule Group Training Requirements
          3. Training Event Review or Update
          4. Add Personnel to Existing Event
          5. Print Training Requirements for Group
          6. Print Schedules for Group

          q. Quit This Menu


          Select Option:  1




10-15-4
```

When you mark an event complete, you are updating the person's Individual Training Requirements (ITR).
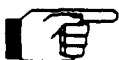
STEP 4:   **SELECT THE UPDATE OR SCHEDULE INDIVIDUAL TRAINING
                     REQUIREMENT OPTION.** Enter 1 and press RETURN.

```
MGT030.001           Individual Training Requirements        1 Dec 88
1.4                  Assignment Review and Generation

          1. Update or Schedule Individual Training Requirement
          2. Schedule Group Training Requirements
          3. Training Event Review or Update
          4. Add Personnel to Existing Event
          5. Print Training Requirements for Group
          6. Print Schedules for Group

          q. Quit This Menu


          Select Option:  1




   (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I

10-15-5
```

You may mark an event complete for only 1 person at a time. Since many of us do not memorize SSANs, how you select a person from your Supervision List is illustrated.

STEP 5: **SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter I (or i) and press (RETURN).

```
MGT032.007           Training Record Manager                 1 Dec 88
1.0                  Group Selection Screen

          SSAN        RANK              NAME
     1. 000000003     AMN      Acorn, Henrietta
     2. 000000001     SrA      Adams, Pat A.
     3. 000000002     SrA      Apple, John A.
     4. 000000005     Sgt      Baker, Jane C.
     5. 000000006     MSgt     Bradberry, Allen K.




   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  3

10-15-6
```

The screen at the left illustrates a Supervision List. Note that the list is alphabetized by name, making it easier for you to identify the person for whom you want to update data.
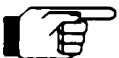
STEP 6: **SELECT THE INDIVIDUAL FOR WHOM YOU WANT TO MARK AN EVENT COMPLETE.** Enter the number corresponding to the person and press (RETURN). (In the example, Data Field 3 was selected, which corresponds to SrA John A. Apple.)

217

```
NGT838.883        Individual Training Requirements        1 Dec 88
1.4                   Select Action Desired


        1. Update or Schedule Training
        2. Training Schedules Information
        3. Position Qualification Status Information
        4. Print Training Requirements
        5. Print Training Schedules
        6. Print Position Qualification Status
        7. Access General ITR

        q. Quit This Menu


        Select Option:  1



10-15-7
```

At this point, you have accessed portions of the person's training record. To mark an event complete, you must select the update or schedule training option, which accesses the person's ITR data.

STEP 7:   **SELECT THE UPDATE OR SCHEDULE TRAINING OPTION.** Enter 1 and press `RETURN`.

```
NGT838.882        Individual Training Requirements        1 Dec 88
1.4               Select Type of Training to Update


        1. AFS Task
        2. Ancillary
        3. Additional Duty
        4. Contingency
        5. ECI/CDC
        6. PME
        7. Formal Training

        q. Quit This Menu


        Select Option:



10-15-8
```

The screen you are now viewing reflects the types of training requirements existing for an ITR.

It is at this point where the remaining procedures for marking an event complete depend on the type of event involved.

FOR THE REMAINING PROCEDURES, REFER TO THE SPECIFIC SUB-SECTION WHICH APPLIES TO THE TYPE OF EVENT YOU ARE MARKING COMPLETE

218

10.15.1 Mark Completion of a Task Training Event

BEFORE YOU BEGIN THE FOLLOWING PROCEDURES,
ENSURE YOU HAVE COMPLETED STEPS 1-7 OF SECTION 10.15.

```
MGT838.882        Individual Training Requirements        1 Dec 88
1.4               Select Type of Training to Update


              1. AFS Task
              2. Ancillary
              3. Additional Duty
              4. Contingency
              5. ECI/CDC
              6. PME
              7. Formal Training

              q. Quit This Menu


              Select Option:  1_




10-15-9
```

To mark a Task Training event complete for a person, you must access the AFS Tasks portion of his/her ITR.

STEP 8:   **SELECT THE AFS TASK OPTION.** Enter 1 and press (RETURN).

```
MGT054.006            Task Training Requirements        1 Dec 88
1.4                      For SrA Apple, John A.

 1. Task ID: A00002    Status: In Progress  .
ASSIGN PERSONNEL TO DUTY POSITIONS


 2. Task ID: B00037    Status: Awaiting Certification
CONDUCT STAFF MEETINGS


 3. Task ID: P18039    Status: In Progress
CONDUCT A WALL SEARCH OF A SUSPECT


 4. Task ID: P88278    Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION




Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)eview status, (T)ask Search, PgDn, (Q)uit ? S

10-15-10
```

The screen at the left illustrates tasks listed in an ITR. It is important to remember that the task you are marking an event complete for must be one of the tasks listed on the screen you are now viewing.

o   You may press the ⌐PgDn⌐ key, and continue to press the key, until the task you are seeking can be seen on the screen, or

o   You may select the Task Search option (enter T or t and press ⌐RETURN⌐), and then enter the Task ID that corresponds to the task for which you are marking an event complete and press ⌐RETURN⌐.

Once the desired task can be seen on the screen, proceed to Step 9.

STEP 9:   **SELECT THE SCHEDULE OR ASSIGN OPTION.** Enter S (or s) and press ⌐RETURN⌐.

```
MGT854.886          Task Training Requirements        1 Dec 88
1.4                    For SrA Apple, John A.

 1. Task ID: A88882    Status: In Progress
ASSIGN PERSONNEL TO DUTY POSITIONS


 2. Task ID: B88837    Status: Awaiting Certification
CONDUCT STAFF MEETINGS


 3. Task ID: F18839    Status: In Progress
CONDUCT A WALL SEARCH OF A SUSPECT


 4. Task ID: F88278    Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION




              Select the task to schedule or assign
                 Use <page down> key for paging.
    Use <cursor> keys, or ((Enter <field number>), <q> quit) & <return>)  4_

10-15-11
```

Now, you must enter the data field number corresponding to the task for which you are marking an event complete.

STEP 10:   **SELECT THE TASK.** Enter the number corresponding to the desired task and press `RETURN`. (In the example, Data Field 4 was selected, which corresponds to Task ID F00278.)

```
MGT864.881          Task Training Requirements        1 Dec 88
1.4              For SrA Apple, John A. on Task F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


   Task Level   Objective  Type Event           Status
 1. Term. Obj.    1774     Knowledge  Training   Assigned
 2. Term. Obj.    1774     Knowledge  Evaluation Unassigned
 3. Term. Obj.    1774     Performance Training  Unassigned
 4. Term. Obj.    1774     Performance Evaluation Unassigned












Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? _

10-15-12
```

The screen you are now viewing is referred to as the "Task Status" screen. It is at this point that you mark events complete.

Task training, for each objective that applies to a task, involves four events:

1. Knowledge Training
2. Knowledge Evaluation
3. Performance Training, and
4. Performance Evaluation.

The screen above provides an example of a task which is broken down into subtasks. There is one behavioral objective for this task. There are four events which should be completed before the person can be certified on the task.

o   If the task you are viewing has been broken down into subtasks, the screen reflects the four events for each subtask objective as well as the four events for the task level objective.

o   You mark events complete for subtasks in the same manner as you mark events complete for tasks.

The remaining procedures vary somewhat, depending on the specific type of task event you are marking complete. In the next few pages, separate information for each type of task event has been provided..

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

KNOWLEDGE TRAINING EVENT

You should be aware of the following facts regarding marking a Knowledge Training event complete:

o   A Knowledge Training event is accomplished by the trainee. He/she studies textual materials, takes an on-line CAI course, reviews a film, etc. The AOTS provides the <u>trainee</u> with the capability to mark a Knowledge Training event complete (Proceed with Training function).

o   If a Knowledge Training event is accomplished by the person reviewing a CAI lesson on the AOTS, the <u>system</u> automatically marks the Knowledge Training event complete, once the person completes the entire lesson.

o   A designated <u>trainer</u> for the task can mark a Knowledge Training event complete.

o   <u>You</u>, as the person's supervisor, have the capability to mark a Knowledge Training event complete. Once you feel the airman has attained sufficient knowledge about the task and is ready to be evaluated on that knowledge, you should ensure the Knowledge Training event is marked complete (either by the trainee, trainer, or by you as the supervisor).

```
MGT864.881              Task Training Requirements            1 Dec 88
1.4               For SrA Apple, John A. on Task F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


    Task Level    Objective  Type Event                Status
 1. Term. Obj.      1774     Knowledge   Training       Assigned
 2. Term. Obj.      1774     Knowledge   Evaluation     Unassigned
 3. Term. Obj.      1774     Performance Training       Unassigned
 4. Term. Obj.      1774     Performance Evaluation     Unassigned
















Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? M

10-15-14
```

To mark a Knowledge Training event complete, perform the next two steps.

STEP 1:   <u>SELECT THE MARK COMPLETE OPTION.</u> Enter M (or m) and press RETURN.

```
MGTB64.BB1              Task Training Requirements              1 Dec BB
1.4              For SrA Apple, John A. on Task FB6278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


     Task Level     Objective  Type Event                 Status
  1. Term. Obj.     1774     Knowledge   Training        Assigned
  2. Term. Obj.     1774     Knowledge   Evaluation      Unassigned
  3. Term. Obj.     1774     Performance Training         Unassigned
  4. Term. Obj.     1774     Performance Evaluation       Unassigned







              Select the task event to complete

    Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1_


10-15-15
```

A prompt is added at the bottom of the screen, as illustrated in the screen to the left.

Now, you must identify the event you are marking complete.

 STEP 2:   **SELECT THE TASK EVENT TO MARK COMPLETE.** Enter the field number corresponding to a Knowledge Training event and press ⌐RETURN⌐. (In the example, Data Field 1 was selected, which corresponds to the Knowledge Training event for the task.)

```
MGTB64.BB1              Task Training Requirements              1 Dec BB
1.4              For SrA Apple, John A. on Task FB6278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


     Task Level     Objective  Type Event                 Status
  1. Term. Obj.     1774     Knowledge   Training        Complete
  2. Term. Obj.     1774     Knowledge   Evaluation      Unassigned
  3. Term. Obj.     1774     Performance Training         Unassigned
  4. Term. Obj.     1774     Performance Evaluation       Unassigned







Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? Q


10-15-16
```

The status of the Knowledge Training event changes to "Complete" on the person's ITR, as illustrated by the screen to the left.

The following automatic actions occur:

o   If the Knowledge Training event previously had a status of "Assigned," "Scheduled," "Reassigned" or "Rescheduled," the event is automatically removed from those events listed on the person's Training Schedule. Additionally, the event is removed from the designated trainer's Training Schedule, if the trainee was the only or last trainee to complete the event. (Remember, a Training Schedule

reflects those events for which training is occurring or is forecasted to occur. Since the event has been marked complete, it no longer belongs on the Training Schedule).

LAST STEP

o   If you desire to mark other Knowledge Training events complete for this task (or its subtasks, if applicable), repeat Steps 1 and 2 above for each event.

o   If you desire to mark another type of task event complete for this task, refer to the procedures (within this sub-section) that are specific to that type of event.

o   If you do not want to mark another event complete, QUIT each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

KNOWLEDGE EVALUATION EVENT

You should be aware of the following facts regarding marking a Knowledge Evaluation event complete:

o   A Knowledge Evaluation event is accomplished between an evaluator and the trainee. The event can be accomplished on line or off line.

-   If the evaluation is administered on line, the system automatically scores the test and marks the completion of the event.

-   If the evaluation is administered off line, the evaluator will normally use a test that is stored in the AOTS when available. However, if no AOTS test is available for the event, the evaluator will use some other means to determine whether or not the individual has attained sufficient knowledge to begin performance training for the task (subtask).

--   If an non-AOTS test is administered off line, the evaluator will need to mark the completion of the Knowledge Evaluation event.

--   If an AOTS test is administered off line, and if the evaluator scores the test using the AOTS (either by using the SCANTRON OMR equipment or by keyboard input), the system automatically marks the Knowledge Evaluation event complete.

--   If an AOTS test is administered off line, and if the evaluator scores the test off line (using the answer key printed with the test), the evaluator will need to mark the event complete.

o   You, as the person's supervisor, also have the capability to mark a Knowledge Evaluation Event complete. Once you feel the person has been adequately evaluated on his/her knowledge of the task, and is ready to begin performance training for the task, you should ensure the Knowledge Evaluation event is marked complete (either by the evaluator or by you, as the supervisor).

o   Before you mark a knowledge evaluation event complete, ensure the corresponding knowledge training event is first marked "complete."

```
MGTMM.081           Task Training Requirements           1 Dec 88
1.4                For SrA Apple, John A. on Task F86278
FIRE WEAPONS TO MAINTAIN QUALIFICATION

   Task Level    Objective  Type Event              Status
1. Term. Obj.    1774       Knowledge   Training     Complete
2. Term. Obj.    1774       Knowledge   Evaluation   Assigned
3. Term. Obj.    1774       Performance Training      Unassigned
4. Term. Obj.    1774       Performance Evaluation    Unassigned




Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? M

10-15-17
```

To mark a Knowledge Evaluation event complete, perform the following three steps:

Ensure the Knowledge Training event is marked complete before you begin to mark the Knowledge Evaluation event complete.

STEP 1: **SELECT THE MARK COMPLETE OPTION.** Enter M (or m) and press RETURN.

```
MGTM64.081          Task Training Requirements           1 Dec 88
1.4                For SrA Apple, John A. on Task F86278
FIRE WEAPONS TO MAINTAIN QUALIFICATION

   Task Level    Objective  Type Event              Status
1. Term. Obj.    1774       Knowledge   Training     Complete
2. Term. Obj.    1774       Knowledge   Evaluation   Assigned
3. Term. Obj.    1774       Performance Training      Unassigned
4. Term. Obj.    1774       Performance Evaluation    Unassigned




           Select the task event to complete

Use (cursor) keys, or ((Enter (field number), (q) quit) & (return))  2

10-15-18
```

A prompt is added at the bottom of the screen, as illustrated in the screen to the left.

Now, you must identify the event you are marking complete.

STEP 2: **SELECT THE TASK EVENT TO MARK COMPLETE.** Enter the field number corresponding to a Knowledge Evaluation event and press RETURN. (In the above example, Data Field 2 was selected, which corresponds to the Knowledge Evaluation event for the task.)

227

```
MGT864.881            Task Training Requirements            1 Dec 88
1.4                 For SrA Apple, John A. on Task P86278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


    Task Level    Objective  Type Event              Status
 1. Term. Obj.      1774    Knowledge  Training      Complete
 2. Term. Obj.      1774    Knowledge  Evaluation    Assigned
 3. Term. Obj.      1774    Performance Training      Unassigned
 4. Term. Obj.      1774    Performance Evaluation    Unassigned










 Did SrA Apple, John A. (P)ass, (F)ail, (Q)uit ? P

10-15-19
```

The prompt changes, to have you identify whether the person passed or failed the evaluation.

STEP 3:   **SELECT THE PASS OR FAIL OPTION.** Enter P or F (or lower case p or f) and press [RETURN].

The following automatic actions occur:

1. If the person passed the evaluation, the status for the Knowledge Evaluation event automatically changes to "Complete" on the person's ITR.

   o   If the status of the evaluation event had previously been "Assigned," "Scheduled," "Reassigned," or "Rescheduled," the event is automatically removed from the person's current Training Schedule. Additionally, the event is removed from the designated evaluator's Training Schedule, if the trainee was the only or last trainee to complete the event. (Remember, a Training Schedule reflects those events for which training is occurring or is forecasted to occur. Since the event has been marked complete, it no longer belongs on the Training Schedule.)

2. If the person failed the evaluation, the status for the Knowledge Evaluation event automatically changes to "Taken" on the person's ITR.

   o   The status of the corresponding Knowledge Training event will also be changed from "Complete" to "Taken." It is assumed that if a person fails a knowledge evaluation, he/she requires additional knowledge training (both knowledge events will have to be reaccomplished).

   o   If the status of the Knowledge Evaluation event had previously been "Assigned," "Scheduled," "Reassigned," or "Rescheduled," the event is automatically removed from the person's current Training Schedule. Additionally, the event is removed from the designated evaluator's Training Schedule, if the trainee was the only or last trainee to complete the event.

LAST STEP

o   If you desire to mark other Knowledge Evaluation events complete for this task (or its' subtasks, if applicable), repeat Steps 1 through 3 above for each event.

o   If you desire to mark another type of task event complete for this task, refer to the procedures (within this sub-section) that are specific to that type of event.

o   If you do not want to mark another event complete, QUIT each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

PERFORMANCE TRAINING EVENT

You should be aware of the following facts regarding marking a Performance Training event complete:

o   A Performance Training event is always accomplished off line, between a trainer and trainee. The trainer teaches the steps required to be accomplished within the task, as well as the sequence in which the steps are performed. Once training is conducted, the trainer has the capability to mark the Performance Training event complete.

o   You, as the person's supervisor, also have the capability to mark a Performance Training event complete. Once you feel the person has acquired sufficient training on the task (or subtask) and is ready to be evaluated on his/her performance, you should ensure the Performance Training event is marked complete (either by the trainer or by you as the supervisor).

o   Before you mark a performance training event complete, ensure the corresponding Knowledge Training and Knowledge Evaluation events have been marked complete.

```
MGT864.881           Task Training Requirements              1 Dec 88
1.4              For SrA Apple, John A. on Task F86278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


    Task Level   Objective  Type Event              Status
 1. Term. Obj.     1774     Knowledge   Training     Complete
 2. Term. Obj.     1774     Knowledge   Evaluation   Complete
 3. Term. Obj.     1774     Performance Training     Assigned
 4. Term. Obj.     1774     Performance Evaluation   Unassigned








Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? M

10-15-20
```

To mark a Performance Training event complete, follow the next two steps.

Ensure the corresponding Knowledge Training and Knowledge Evaluation events have been marked complete (see procedures within this sub-section for each type of event).

👉 **STEP 1:**   **<u>SELECT THE</u> MARK COMPLETE OPTION.** Enter M (or m) and press <u>RETURN</u>.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

```
MGT864.001            Task Training Requirements              1 Dec 88
1.4              For SrA Apple, John A. on Task F66278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


    Task Level    Objective  Type Event                 Status
1. Term. Obj.     1774       Knowledge   Training        Complete
2. Term. Obj.     1774       Knowledge   Evaluation      Complete
3. Term. Obj.     1774       Performance Training        Assigned
4. Term. Obj.     1774       Performance Evaluation      Unassigned








          Select the task event to complete      .

     Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  3_

10-15-21
```
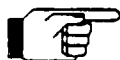
A prompt is added at the bottom of the screen, as illustrated in the screen at the left.

Now, you must identify the event you are marking complete.

STEP 2:   **SELECT THE TASK EVENT TO MARK COMPLETE.** Enter the field number corresponding to a Performance Training event and press ⊂RETURN⊃. (In the above example, Data Field 3 was selected, which corresponds to the Performance Training event for the task.)

```
MGTB64.001              Task Training Requirements          1 Dec 88
1.4                For SrA Apple, John A. on Task F08278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


    Task Level      Objective  Type Event              Status
1. Term. Obj.       1774       Knowledge  Training     Complete
2. Term. Obj.       1774       Knowledge  Evaluation   Complete
3. Term. Obj.       1774       Performance Training    Complete
4. Term. Obj.       1774       Performance Evaluation  Unassigned








Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ?

10-15-22
```

The status of the Performance Training event, on the person's ITR, changes to "Complete," as illustrated by the screen to the left.

The following automatic actions occur:

o   If the Performance Training event previously had a status of "Assigned," "Scheduled," "Reassigned" or "Rescheduled," the event is automatically removed from those events listed on the person's Training Schedule. Additionally, the event is removed from the designated trainer's Training Schedule, if the trainee was the only or last trainee to complete the event. (Remember, a Training Schedule reflects those events for which training is occurring or is forecasted to occur. Since the event has been marked complete, it no longer belongs on the Training Schedule.)

LAST STEP

o   If you desire to mark another Performance Training event complete for this task (or its subtasks, if applicable), repeat Steps 1 and 2 above.

o   If you desire to mark another type of task event complete for this task, refer to the procedures (within this sub-section) that are specific to that type of event.

o   If you do not want to mark another event complete, Quit each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

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PERFORMANCE EVALUATION EVENT

You should be aware of the following facts regarding marking a Performance Evaluation event complete:

o   A Performance Evaluation event is always accomplished off line, between an evaluator and the trainee. The evaluator administers an off-line performance or product evaluation by using AOTS evaluation products (i.e., Oral Test Guide (OTG) and Performance Evaluation Checklist (PEC)), or by using other means to evaluate the trainee's performance abilities. The evaluator has the capability to mark the event complete after the evaluation has been administered.

-       If the off-line evaluation is scored via the AOTS (either by using the SCANTRON OMR equipment or by keyboard input), the system automatically marks the Performance Evaluation event complete.

o   You, as the person's supervisor, also have the capability to mark a Performance Evaluation event complete. Once you feel the person can adequately perform the task (or subtask), you should ensure the Performance Evaluation event is marked complete (either by the evaluator or by you as the supervisor).

o   Before you mark a performance evaluation event complete, ensure the corresponding Knowledge Training, Knowledge Evaluation and Performance Training events have been marked complete.

```
MGT864.001              Task Training Requirements              1 Dec 88
1.4            For SrA Apple, John A. on Task P86278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


     Task Level    Objective  Type Event              Status
  1. Term. Obj.      1774     Knowledge   Training     Complete
  2. Term. Obj.      1774     Knowledge   Evaluation   Complete
  3. Term. Obj.      1774     Performance Training     Complete
  4. Term. Obj.      1774     Performance Evaluation   Assigned






 Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
 (M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? M


10-15-23
```

To mark a Performance Evaluation event complete, perform the following three steps:

Ensure the corresponding Knowledge Training, Knowledge Evaluation and Performance Training events have been marked complete (see procedures within this sub-section for each type of event).

👉 **STEP 1:**   **SELECT THE MARK COMPLETE OPTION.** Enter M (or m) and press ⌐RETURN⌐.

```
MGT864.001              Task Training Requirements              1 Dec 88
1.4            For SrA Apple, John A. on Task P86278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


     Task Level    Objective  Type Event              Status
  1. Term. Obj.      1774     Knowledge   Training     Complete
  2. Term. Obj.      1774     Knowledge   Evaluation   Complete
  3. Term. Obj.      1774     Performance Training     Complete
  4. Term. Obj.      1774     Performance Evaluation   Assigned





              Select the task event to complete

    Use (cursor) keys, or ((Enter (field number), (q) quit) & (return)}  4


10-15-24
```

A prompt is added at the bottom of the screen, as illustrated in the screen to the left.

Now, you must identify the event you are marking complete.

👉 **STEP 2:**   **SELECT THE TASK EVENT TO MARK COMPLETE.** Enter the field number corresponding to a Performance Evaluation event and press ⌐RETURN⌐. (In the above example, Data Field 4 was selected, which corresponds to the Performance Evaluation event for the task.)

```
MGT864.881              Task Training Requirements              1 Dec 88
1.4                  For SrA Apple, John A. on Task F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION


    Task Level    Objective  Type Event              Status
 1. Term. Obj.      1774     Knowledge   Training     Complete
 2. Term. Obj.      1774     Knowledge   Evaluation   Complete
 3. Term. Obj.      1774     Performance Training     Complete
 4. Term. Obj.      1774     Performance Evaluation   Assigned








 Did S.A Apple, John A. (P)ass, (F)ail, (Q)uit ? P

10-15-25
```

The prompt changes, to have you identify whether the person passed or failed the evaluation.

STEP 3:   **SELECT THE PASS OR FAIL OPTION.** Enter P or F (or lower case p or f) and press ⌐RETURN⌐.

The following actions occur:

1.   If the person **passed** the evaluation, the status for the Performance Evaluation event automatically changes to "Complete" on the person's ITR. If the Performance Evaluation event is the last event to be completed for this task, the screen changes as follows:

   o   The individual events are consolidated into a single data item on the screen. The objective that applies now reflects "Complete."

       -   The following prompt is added to the bottom of the screen: All events for the task are now complete and it is awaiting certification. Press ⌐RETURN⌐ to continue. Once you press return, you are returned to the screen which reflects the tasks listed in the person's ITR (note that the status for this task now reflects "Awaiting Certification"). Since all events for the task are complete, you may now certify the individual on the task (see Section 10.20 for procedures).

   o   If the status of the Performance Evaluation event had previously been "Assigned," "Scheduled," "Reassigned," or "Rescheduled," the event is automatically removed from the person's current Training Schedule. Additionally, the event is removed from the designated evaluator's Training Schedule, if the trainee was the only or the last trainee to complete the event. (Remember, a Training Schedule reflects those events for which training is occurring or is forecasted to occur. Since the event has been marked complete, it no longer belongs on the Training Schedule.)

2.   If the person **failed** the evaluation, the status for the Performance Evaluation event automatically changes to "Taken" on the person's ITR.

o   The status of the corresponding Performance Training event will also be changed from "Complete" to "Taken." It is assumed that if a person fails a performance evaluation, he/she requires additional performance training (both performance events will have to be reaccomplished).

o   If the status of the Performance Evaluation event had previously been "Assigned," "Scheduled," "Reassigned," or "Rescheduled," the event is automatically removed from the person's current Training Schedule. Additionally, the event is removed from the designated evaluator's Training Schedule, if the trainee was the only or the last trainee to complete this event.

LAST STEP

o   If you desire to mark other Performance Evaluation events complete for this task (or its' subtasks, if applicable), repeat Steps 1 - 3 above for each event.

o   If you desire to mark another type of task event complete for this task, refer to the procedures (within this sub-section) that are specific to that type of event.

o   If you do not want to mark another event complete, Quit each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

10.15.2 Mark Completion of Other Training (Non-task)

BEFORE YOU BEGIN THE FOLLOWING PROCEDURES,
ENSURE YOU HAVE COMPLETED STEPS 1-7 OF SECTION 10.15

```
MGT838.883          Individual Training Requirements        1 Dec 88
1.4                      Select Action Desired


              1. Update or Schedule Training
              2. Training Schedules Information
              3. Position Qualification Status Information
              4. Print Training Requirements
              5. Print Training Schedules
              6. Print Position Qualification Status
              7. Access General ITR

              q. Quit This Menu


              Select Option:  2_




10-15-26
```

To mark an event complete, for other training requirements besides task training, you must access the specific type of training that applies.

Since the completion procedures are almost identical for each type of requirement, only instructions and illustrations for an Ancillary Course are provided within this subsection.

STEP 8: **SELECT THE OPTION CORRESPONDING TO THE TYPE OF TRAINING REQUIREMENT YOU ARE MARKING COMPLETE.** Enter the number corresponding to the type of training requirement and press ⌐RETURN⌐. (For the example, the 2nd option was selected, to access the Ancillary Courses listed in the person's ITR.)

```
MGT854.881          Ancillary Course Requirements           1 Dec 88
1.4                   For SrA Apple, John A.

1. Course: AT8882          Status: Unassigned
   Title: Self Aid and Buddy Care

2. Course: AT8883          Status: Unassigned
   Title: Explosive Ordnance Recognition Training

3. Course: AT8886          Status: Unassigned
   Title: Crime Prevention Training

4. Course: AT8887          Status: Unassigned
   Title: Protection of the President (ANG-MMICS 436)

5. Course: AT8818          Status: Unassigned
   Title: Base Populace Briefing

6. Course: AT8838          Status: Unassigned
   Title: Standards of Conduct


Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or assign,
(E)vent display, (C)ancel assignment, (M)ark complete, (Q)uit ? █

10-15-27
```

The screen at the left illustrates Ancillary Course training requirements in an ITR. It is important to remember that the training requirement for which you are marking complete must be one of those listed on the screen you are now viewing.

Press the ⌐PgDn⌐ key, and continue to press this key, until the course you are seeking can be seen on the screen. Once the desired course can be seen, proceed to Step 9.

STEP 9: **SELECT THE MARK COMPLETE OPTION.** Enter M (or m) and press ⌐RETURN⌐.

```
MGT054.001          Ancillary Course Requirements          1 Dec 88
1.4                      For SrA Apple, John A.

 1. Course: AT0002          Status: Unassigned
    Title: Self Aid and Buddy Care

 2. Course: AT0003          Status: Unassigned
    Title: Explosive Ordnance Recognition Training

 3. Course: AT0006          Status: Unassigned
    Title: Crime Prevention Training

 4. Course: AT0007          Status: Unassigned
    Title: Protection of the President (ANG-NMICS 436)

 5. Course: AT0018          Status: Unassigned
    Title: Base Populace Briefing

 6. Course: AT0038          Status: Unassigned
    Title: Standards of Conduct

                 Select the course to complete

   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  1


10-15-28
```

Another prompt is added to the screen, advising you to select the course to mark complete.

STEP 10:   **SELECT THE COURSE TO BE MARKED COMPLETE.** Enter the field number corresponding to the training requirement being marked and press ⌷RETURN⌷.

```
MGT054.001          Ancillary Course Requirements          1 Dec 88
1.4                      For SrA Apple, John A.               OVERWRITE

 1. Course: AT0002          Status: Unassigned
    Title: Self Aid and Buddy Care

 2. Course: AT0003          Status: Unassigned
    Title: Explosive Ordnance Recognition Training

 3. Course: AT0006          Status: Unassigned
    Title: Crime Prevention Training

 4. Course: AT0007          Status: Unassigned
    Title: Protection of the President (ANG-NMICS 436)

 5. Course: AT0018          Status: Unassigned
    Title: Base Populace Briefing

 6. Course: AT0038          Status: Unassigned
    Title: Standards of Conduct
    Completion Date:      _
          Please enter the date using DD MM YYYY format


10-15-29
```

The prompt at the bottom of the screen changes, providing you with a format for the completion date.

You may enter the completion date in the format provided, or

You may press ⌷RETURN⌷ for the date, and the current date will be entered automatically. This option is illustrated next. If you enter a date, you will not complete Step 12 below.

STEP 11:   **ENTER THE COMPLETION DATE OR PRESS RETURN FOR THE CURRENT DATE.** Enter the completion date in the DD MM YYYY format and press ⌷RETURN⌷; or press ⌷RETURN⌷ to accept the current date.

```
MGT054.001          Ancillary Course Requirements        1 Dec 88
1.4                     For SrA Apple, John A.            OVERWRITE

  1. Course: AT0002          Status: Unassigned
     Title:  Self Aid and Buddy Care

  2. Course: AT0003          Status: Unassigned
     Title:  Explosive Ordnance Recognition Training

  3. Course: AT0006          Status: Unassigned
     Title:  Crime Prevention Training

  4. Course: AT0007          Status: Unassigned
     Title:  Protection of the President (ANG-MMICS 436)

  5. Course: AT0010          Status: Unassigned
     Title:  Base Populace Briefing

  6. Course: AT0030          Status: Unassigned
     Title:  Standards of Conduct
     Completion Date:


Do you wish to use the current date as the completion date (Y)es, (N)o ? Y

10-15-30
```

The prompt being illustrated at the left will not appear if you entered a completion date for Step 11.

If you respond Yes to the prompt, the current date is entered.

If you respond No to the prompt, you must repeat Step 11 to enter the completion date.
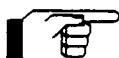
STEP 12:   **SELECT THE YES OPTION.** Enter Y (or lower case y) and press RETURN.

```
MGT054.001          Ancillary Course Requirements        1 Dec 88
1.4                     For SrA Apple, John A.            OVERWRITE

  1. Course: AT0002          Status: Unassigned
     Title:  Self Aid and Buddy Care

  2. Course: AT0003          Status: Unassigned
     Title:  Explosive Ordnance Recognition Training

  3. Course: AT0006          Status: Unassigned
     Title:  Crime Prevention Training

  4. Course: AT0007          Status: Unassigned
     Title:  Protection of the President (ANG-MMICS 436)

  5. Course: AT0010          Status: Unassigned
     Title:  Base Populace Briefing

  6. Course: AT0030          Status: Unassigned
     Title:  Standards of Conduct
Installation: BERGSTROM AFB, TX
                         Enter installation

10-15-31
```

The prompt you see now applies to the installation where the training took place. The data field for installation is 15 characters, including spacing. You may need to abbreviate your entry for the installation.

STEP 13:   **ENTER THE INSTALLATION WHERE THE COURSE WAS COMPLETED.**
Enter the installation and press RETURN.

```
MGT854.001           Ancillary Course Requirements          1 Dec 88
1.4                     For SrA Apple, John A.                OVERWRITE

  1. Course: AT8882        Status: Unassigned
     Title: Self Aid and Buddy Care

  2. Course: AT8883        Status: Unassigned
     Title: Explosive Ordnance Recognition Training

  3. Course: AT8886        Status: Unassigned
     Title: Crime Prevention Training

  4. Course: AT8887        Status: Unassigned
     Title: Protection of the President (AMC-MNICS 436)

  5. Course: AT8818        Status: Unassigned
     Title: Base Populace Briefing

  6. Course: AT8838        Status: Unassigned
     Title: Standards of Conduct
Completed Course is being moved from course requirements list to
course requirements history file._



10-15-32
```

A prompt will appear for a few moments on the screen, advising you that the course is being moved from the person's ITR to the person's Training History.

Once the AOTS moves the course data from the ITR to the training history portion of the person's ATR, the original prompt is returned on the screen.

LAST STEP

If you want to mark another course (of this same type) complete for this person, repeat Steps 9 - 13.

If you want to mark another type of training requirement complete, QUIT the screen you are now viewing. Another screen, listing the types of training requirements, will appear. Repeat Steps 8 - 13 for the type of requirement you are marking complete (see Section 10.15.1 for AFS tasks).

If you do not want to mark another training requirement complete for this individual, QUIT each screen until you are returned to the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

10.16 Certify an Airman on a Task

As a supervisor, you will certify each person that directly reports to you on each AFS task he/she can perform. When a person is certified on a task it means that the person has been trained and evaluated on his/her knowledge and performance of the task and can successfully accomplish the task as required by the standards, policies and procedures governing the task.

Before the AOTS was available to workcenters each person's ITR was generated. Each ITR was generated once a qualification assessment was performed where the airman's training history was matched against the requirements listed in the OPTR for which the airman was assigned.

o   In addition to other types of training (e.g., Ancillary courses, Additional Duty courses), the ITR identifies the tasks the person needs to be trained and evaluated on, and be able to perform, while serving duty in his/her current position.

As a supervisor, you will periodically review and monitor the tasks listed in the ITR of each airman you supervise. Once you have determined an airman can perform a task listed in the airman's ITR, you need to certify the airman on that task.

o   When you initially review a person's ITR you might find tasks listed that the person can already perform. You must certify each task that the person can perform, so that the person's ITR is corrected to reflect only those tasks for which the airman requires training.

o   As On-the-Job Training (OJT) continues for a airman, you must certify each task listed on the airman's ITR once you determine the airman has been sufficiently trained and is qualified to perform the task.

The procedures in this section illustrate and explain how you certify a task listed in a person's ITR.

o   If you are reviewing a person's ITR for the very first time, it is recommended that you print that portion of the person's ATR (refer to Section 10.1 if you don't know the print procedures). More tasks are listed on a single page of the printout than you can review on the screen at one time, so the printout makes your initial review quicker and easier to accomplish. For any task you determine the individual can already perform, you need to comply with the procedures presented in this section to certify the task.

o   If you are actively monitoring and managing a member's OJT progress, you will already know the task(s) for which you are going to certify the airman. Comply with procedures contained in this section when you want to certify a task.

```
SUP827.001     Advanced On-The-Job Training System (AOTS)      1 Dec 88
1.2                     Primary Access Menu



               1. Personal Training Information
               2. Training Management
               3. Master Task List (MTL) Interface
               4. Position Requirements

               q. Quit This Menu



                  Select Option:  2_




10-16-1
```

To certify a task, you must access the person's ITR data. To access ITR data you must first choose the Training Management option on the AOTS Primary Access Menu (the menu is illustrated at the left).

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and press RETURN.

```
SUP827.006                  Training Management                1 Dec 88
1.2



               1. Training Scheduler
               2. Airman Training Record (ATR) Manager
               3. Reporting Programs
               4. Qualification Assessment
               5. Off-Line Test Control
               6. Off-Line Test Scoring
               7. Access existing Event

               q. Quit This Menu



                  Select Option:  2




10-16-2
```

While ITR data can be accessed via the Training Schedule option or the ATR Manager option, this section only illustrates one way to access the data for certification purposes.

You should comply with the procedures outlined below until you are familiar with the system. At that point you may want to perform the certification function using the option not illustrated in this section.

Since ITR data are a portion of the individual's ATR, you can obtain the ITR data by accessing the ATR Manager.

STEP 2:   **SELECT THE AIRMAN TRAINING RECORD (ATR) MANAGER OPTION.** Enter 2 and press RETURN.

```
MGT832.006    Advanced On-The-Job Training System (AOTS)      1 Dec 88
1.0               Airman Training Record (ATR) Manager


           1. Display a Training Record
           2. Edit a Training Record
           3. Print Training Record
           4. Identify a new Duty Position

           q. Quit This Menu


           Select Option:  2_




10-16-3
```

When you update certifica-
tion data, you are editing
data. To edit ATR data you
must select the EDIT option.

STEP 3:　　　　**SELECT THE EDIT A TRAINING RECORD OPTION.** Enter 2 and press
　　　　　　　　　RETURN.

```
MGT832.006    Advanced On-The-Job Training System (AOTS)      1 Dec 88
1.0               Airman Training Record (ATR) Manager


           1. Display a Training Record
           2. Edit a Training Record
           3. Print Training Record
           4. Identify a new Duty Position

           q. Quit This Menu


           Select Option:  2




   (I)dentify Airman From List, (E)nter Specific SSAN, (Q)uit ? I
10-16-4
```

You can edit ATR data for
only one person at a time.
You may identify the indi-
vidual by entering his/her
SSAN, or by selecting the
person from those listed on
your Supervision List.

If you select the E option,
you will then need to enter
the person's SSAN. You will
not see the next screen
illustrated below, nor will
you perform Steps 4 and 5.
(Proceed to the information
presented after Step 5.)
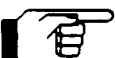
STEP 4:　　　　**SELECT THE IDENTIFY AIRMAN FROM LIST OPTION.** Enter I (or i) and
　　　　　　　　　press RETURN.

```
MGT032.007              Training Record Manager              1 Dec 88
1.0                     Group Selection Screen


         SSAN            RANK                 NAME
         ____            ____                 ____
     1. 000000003        AMN          Acorn, Henrietta
     2. 000000001        SrA          Adams, Pat A.
     3. 000000002        SrA          Apple, John A.
     4. 000000005        Sgt          Baker, Jane C.
     5. 000000006        MSgt         Bradberry, Allen K.







     Use <cursor> keys, or {{Enter <field number>, <q> quit} & <return>}  2

10-16-5
```

The list of persons that appear on your Supervision List are now displayed for you to choose the person whose data you want to revise.

STEP 5:   **SELECT THE AIRMAN WHOSE ATR YOU WANT TO ACCESS.** Enter the number corresponding to the desired airman and press `RETURN`. (The illustration shows the second person on the example Supervision List being selected.)

```
MGT032.005          Airman Training Record (ATR) Manager     1 Dec 88
1.0                 Training Record for SrA Adams, Pat A.



     1. Individual Training Requirements
     2. Personnel Data
     3. Training History Data
     4. Access Level
     5. Print a Training Record

     q. Quit This Menu



        Select Option:  1_




10-16-6
```

The screen illustrated at the left shows the categories of ATR data that you may access. You are seeking the ITR data.
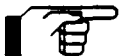
STEP 6:   **SELECT THE INDIVIDUAL TRAINING REQUIREMENTS OPTION.** Enter 1 and press `RETURN`.

```
MGT838.883          Individual Training Requirements        1 Dec 88
1.4                    Select Action Desired


            1. Update or Schedule Training
            2. Training Schedules Information
            3. Position Qualification Status Information
            4. Print Training Requirements
            5. Print Training Schedules
            6. Print Position Qualification Status
            7. Access General ITR

            q. Quit This Menu


               Select Option:  1_




10-16-7
```

To update data contained in the member's ITR, you must choose the option that pertains to updating training data.

> **STEP 7:**   **SELECT THE UPDATE OR SCHEDULE TRAINING OPTION.** Enter 1 and press ⌐RETURN⌐.

```
MGT838.882          Individual Training Requirements        1 Dec 88
1.4                  Select Type of Training to Update


            1. AFS Task
            2. Ancillary
            3. Additional Duty
            4. Contingency
            5. ECI/CDC
            6. PME
            7. Formal Training

            q. Quit This Menu


               Select Option:  1_




10-16-8
```

The screen now shows you the categories of ITR data you may access. You will only certify AFS tasks.

> **STEP 8:**   **SELECT THE AFS TASK OPTION.** Enter 1 and press ⌐RETURN⌐.

```
MGT854.006              Task Training Requirements           1 Dec 88
1.4                         For SrA Adams, Pat A.

 1. Task ID: F18040      Status: None
CONDUCT A WHEELING SEARCH OF A SUSPECT


 2. Task ID: 088539      Status: None
APPLY PRESERVATIVES TO WEAPONS


 3. Task ID: F88274      Status: None
ESCORT PERSONNEL TRANSFERRING FUNDS/FIREARMS/MUNITIONS


 4. Task ID: J88486      Status: None
ESCORT EXPLOSIVES OR MUNITIONS CONVOYS.




Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)eview status, (T)ask Search, PgDn, (Q)uit ? C

10-16-9
```

The screen illustrated at the left is an example of tasks listed in a person's ITR.

o   If you are certifying one or more tasks based on an initial review of the person's ITR, you need to perform Steps 9 - 13 for each task.

o   If OJT is actively on-going for the member, you should be using the status of each task to help you determine whether or not a task is ready for certification. While you may certify any task on the ITR, you normally will certify a task only when the status of the task reflects "Awaiting Certification."

o   Whether or not you are updating the certification status to correct erroneous data (found during your initial review of the person's ITR) or to maintain the person's OJT progress, the task you are certifying must be one of those listed on the screen.

- Continue to press the ⌈PgDn⌋ key until the task you are certifying can be seen on the screen, or

- Select the Task Search option (enter T or t and press ⌈RETURN⌋). Then, enter the Task ID corresponding to the task being certified, and press return.

Once the task being certified can be seen on the screen, proceed to Step 9.

STEP 9:   SELECT THE CERTIFY OPTION. Enter C (or c) and press ⌈RETURN⌋

```
MGT054.886          Task Training Requirements        1 Dec 88
1.4                   For SrA Adams, Pat A.

 1. Task ID: F18848     Status: None
CONDUCT A WHEELING SEARCH OF A SUSPECT


 2. Task ID: 088539     Status: None
APPLY PRESERVATIVES TO WEAPONS


 3. Task ID: F58274     Status: None
ESCORT PERSONNEL TRANSFERRING FUNDS/FIREARMS/MUNITIONS


 4. Task ID: J88486     Status: None
ESCORT EXPLOSIVES OR MUNITIONS CONVOYS.




              Select the task to certify
              Use <page down> key for paging.
   Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)  2

10-16-10
```

Then select the task you want to certify.

If you are certifying a task based on an initial review of the person's ITR, the status of each task will probably be "None" (training has not begun nor is forecasted to begin). If you certify a task having a status of none, it means that training/evaluation for the task has occurred outside the control of the AOTS.

If you are certifying a task based on training completion, the status of the task should be "Awaiting Certification."

o   You should not certify a task having a status of "In Progress." All events for the task should first be marked complete, so the status of the task reflects "Awaiting Certification," before you certify the task.

STEP 10:   **SELECT THE TASK TO BE CERTIFIED.** Enter the number corresponding to the task and press RETURN.

The prompt at the bottom of the screen changes, to reflect the entries required by you as part of the task certification function.

When you certify a task you are required to enter a date when task training was completed and the location where the individual performed the task for certification. You are aided by the AOTS in the entry of these data by way of prompts which have been programmed specifically for the certification function.

```
MGT054.006          Task Training Requirements          1 Dec 88
1.4                    For SrA Adams, Pat A.              OVERWRITE

 1. Task ID: F18048     Status: None
CONDUCT A WHEELING SEARCH OF A SUSPECT


 2. Task ID: 088539     Status: None
APPLY PRESERVATIVES TO WEAPONS


 3. Task ID: F08274     Status: None
ESCORT PERSONNEL TRANSFERRING FUNDS/FIREARMS/MUNITIONS


 4. Task ID: J88486     Status: None
ESCORT EXPLOSIVES OR MUNITIONS CONVOYS.



   Completion Date:
        Please enter the date using DD MMM YYYY format


10-16-11
```

The prompt(s) for the date allow you to enter the certification date in one of two ways:

1. You may enter a past date or the current date

 - OR -

2. You may press return in lieu of entering a date, and the system will process that entry as if the current date had been entered.

☞ **STEP 11:**   **ENTER THE COMPLETION DATE.** Enter the date (using the DD MMM YYYY format) and press ⌐RETURN⌐, or press return only to accept the current date. (The example illustrates pressing ⌐RETURN⌐.)

If you entered a specific date, you will not see the prompt illustrated next, nor will you perform Step 12. (Proceed to the information presented after Step 12.)

```
MGT054.006          Task Training Requirements          1 Dec 88
1.4                    For SrA Adams, Pat A.              OVERWRITE

 1. Task ID: F18048     Status: None
CONDUCT A WHEELING SEARCH OF A SUSPECT


 2. Task ID: 088539     Status: None
APPLY PRESERVATIVES TO WEAPONS


 3. Task ID: F08274     Status: None
ESCORT PERSONNEL TRANSFERRING FUNDS/FIREARMS/MUNITIONS


 4. Task ID: J88486     Status: None
ESCORT EXPLOSIVES OR MUNITIONS CONVOYS.



   Completion Date:


Do you wish to use the current date as the completion date (Y)es, (N)o ? ?

10-16-12
```

If you did not enter a specific date, you will see the prompt illustrated at the left.

If you respond to the prompt by selecting the NO option, the current date is not updated, and you must repeat Step 11 to enter the certification date.

If you respond to the prompt by selecting the YES option, the current date is then entered automatically on the screen.

☞ **STEP 12:**   **SELECT THE YES OPTION.** Enter Y (or y) and press ⌐RETURN⌐.

```
MGT054.006          Task Training Requirements          1 Dec 88
1.4                     For SrA Adams, Pat A.           OVERWRITE

 1. Task ID: F18048    Status: None
CONDUCT A KNEELING SEARCH OF A SUSPECT


 2. Task ID: 088539    Status: None
APPLY PRESERVATIVES TO WEAPONS


 3. Task ID: F88274    Status: None
ESCORT PERSONNEL TRANSFERRING FUNDS/FIREARMS/MUNITIONS


 4. Task ID: J88486    Status: None
ESCORT EXPLOSIVES OR MUNITIONS CONVOYS.



Installation: BERGSTROM AFB, TX_
                    Enter installation



10-16-13
```

The prompt you see now pertains to the installation (base) where the person was certified to perform the task.

When you enter data for the installation, it is highly recommended that you do **not** completely abbreviate the data. Your entry cannot exceed 18 characters (including spaces), so you should expect to abbreviate some of the installation data.

STEP 13:   **ENTER THE INSTALLATION.** Enter up to 18 characters for the installation-/base and press ⌐RETURN⌐.

The prompt you see advises you that the task certification process is being accomplished by the system.

Remember, once a task is certified it is no longer listed in the person's ITR.

o   The task will automatically be removed from those tasks listed in the person's ITR. Each task that was previously listed after the now certified task is moved up one position on the ITR.

o   The newly certified task is automatically added to the top of those tasks listed in the person's training history. The date and installation data you entered also appears with the task when listed in the history.

o   Once the task is removed from the ITR and added to the training history, the original prompt automatically returns to the screen. If you want to certify other tasks for this individual, use (press) the ⌐PgDn⌐ key until the next task to be certified can be seen on the screen (or select the Task Search option and specify the next task to be certified), and then repeat Steps 9 - 13.

o   Once you have certified the airman on the task(s), proceed to the last step below.

LAST STEP

Continue to Quit each screen until you are returned to the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may select another option to accomplish another AOTS function.

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11   TRAINING MANAGER FUNCTIONS

11.1   Primary Functions for a Training Manager

As a Training Manager, you are able to perform every function within the AOTS that a Supervisor can perform, as well as specific functions which apply only to your OJT role.

o   Sections 10.1 through 10.16 of this handbook contain information and procedures for various functions which are performed by a supervisor. If you need to perform one of the functions listed in the Table of Contents, refer to the appropriate section and follow the procedures.

o   Section 11.2 contains information for creating a new AOTS User.

o   Section 11.3 contains information for scheduling training (other than task training).

o   Section 12 contains information on notices you will receive and reports you can acquire.

For functions not addressed in this handbook you may contact the AOTS Hotline for assistance.

11.2 Create a New AOTS User

Before a person may log onto the Advanced On-the-job Training System, he/she must be an authorized AOTS User. An authorized AOTS user is a person assigned to an AOTS Workcenter or a person supervising AOTS Workcenter personnel.

A user is established by creating an Airman Training Record (ATR) for that user and specifying that user's access. Specific data must be updated into the system to create the ATR and to establish his/her access authority.

The diagram below is an extract of Figure 2.1 (Section 2), depicting the processes required when creating a new AOTS user. Within each subordinate process block, the personnel who are responsible for accomplishing the process are identified.

PROCESS 1	PROCESS 1A	PROCESS 1B	PROCESS 1C	PROCESS 1D	PROCESS 1E	PROCESS 1F
CREATE AOTS USER	UPDATE NAME/SSAN/ RANK/ PRINTER ID	ESTABLISH AOTS ACCESS LEVELS	ESTABLISH SUPERVISION LIST	UPDATE PERSONNEL DATA	UPDATE GENERAL ITR DATA	ESTABLISH AOTS PASSWORD
	SA	SA	SA,TM	AUTO,SU	SU,TM	ALL
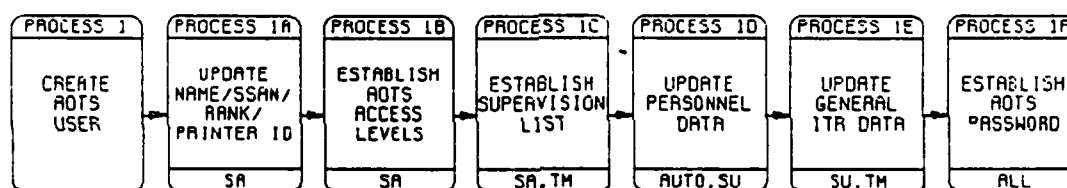
SA = Systems Administrator   SU = Supervisor
TM = Training Manager   AUTO = Automatic by AOTS

Figure 11-1   Processes Required for Creating a New AOTS User

When a new user must be created for the AOTS, your first action, as a Training Manager, is to contact the AOTS Systems Administrator. The following actions will occur:

o   The AOTS Systems Administrator will

  -     Update the person's SSAN, full name (Last name, First name, MI), rank and CAFSC.

  -     Establish the person's Printer ID, based on his/her workcenter.

- Establish the person's AOTS Access Level(s).

- Add the person to your Supervision List.

o   <u>You</u> will need to:

- Add the person to the appropriate Supervision Lists of personnel within your unit.

- Establish a Supervision List for the person, if the airman is a supervisor.

  -- Section 10.4 contains information and procedures for establishing and correcting a Supervision List. Since the same screens and options are seen by a supervisor and a training manager, the information concerning a Supervision List has not been duplicated in this section.

o   PDS data is added to the person's ATR. PDS data is updated weekly for active duty personnel and monthly for AFRES and ANG personnel and includes personnel data and some general training data.

o   The person's supervisor, or you, will then update the individual's entry or completion date for Position Qualification Training. The date is updated by editing the General Training History data in the airman's ATR.

Once the actions identified above are completed, the person logs onto the system and establishes his/her AOTS Password. At that point, the person is an author.. d user of the AOTS and is able to access data and perform functions for himself/herself and for the persons he/she supervises (if applicable).

o   The person's PDS data may take awhile to be updated, as indicated earlier. Functions may be performed for the person and by the person before the PDS data is updated.

11.3 Schedule non AFS Task Training

As a UNIT TRAINING MANAGER, you will occasionally schedule training events for individuals within your unit.

o   AFS Task Training events are normally scheduled for one person at a time. The person's supervisor, trainer or evaluator schedules AFS Task Training events.

o   Non AFS task training events are scheduled for one person, or a group of people. You (as the training manager) or the person's supervisor schedules such events.

-      Training events which apply to other training requirements (OTRs) are generally scheduled for a group of persons at one time. The types of OTRs which are scheduled for a group of people include Ancillary courses, Additional Duty courses, Contingency Tasks, Professional Military Education (PME) courses and Formal Training courses.

-      Training events do not apply to ECI/CDC courses. However, ECI/CDC enrollment and training progress/completion data can be maintained for an individual.

This section of the AOTS User's handbook is organized into two parts: Part A provides procedures for scheduling a non AFS task training event for a group of people; Part B provides procedures for updating and monitoring ECI/CDC data.

o   If you have a need to schedule a Task Training event, refer to the procedures contained in Section 10-14. The data, screens, prompts and options seen by a supervisor also apply to you as a training manager.

PART A - SCHEDULE TRAINING FOR A GROUP

```
SUP827.881      Advanced On-The-Job Training System (AOTS)      4 Jan 89
1.3                         Primary Access Menu


            1. Personal Training Information
            2. Training Management
            3. Master Task List (MTL) Interface
            4. Position Requirements

            q. Quit This Menu


               Select Option: 2_




11-3-1
```

To schedule training for a group of people you must access the Training Management component of the AOTS. The option you must select to access this component is found on the AOTS Primary Access Menu (illustrated to the left).

STEP 1:   **SELECT THE TRAINING MANAGEMENT OPTION.** Enter 2 and then press ⌈RETURN⌋.

```
SUP827.886              Training Management              4 Jan 89
1.3


            1. Training Scheduler
            2. Airman Training Record (ATR) Manager
            3. Reporting Programs
            4. Qualification Assessment
            5. Off-Line Test Control
            6. Off-Line Test Scoring
            7. Access existing Event

            q. Quit This Menu


               Select Option: 1_




11-3-2
```

Training is scheduled either using the Training Scheduler or the ATR Manager, which are two editors within the AOTS.

To schedule training for a group of persons, you must use the Training Scheduler.

STEP 2:   **SELECT THE TRAINING SCHEDULER OPTION.** Enter 1 and then press ⌈RETURN⌋.

```
MGT838.001            Individual Training Requirements          1 Dec 88
1.4                   Assignment Review and Generation


      1. Update or Schedule Individual Training Requirement
      2. Schedule Group Training Requirements
      3. Training Event Review or Update
      4. Add Personnel to Existing Event
      5. Print Training Requirements for Group
      6. Print Schedules for Group

      q. Quit This Menu


         Select Option:
```

The Assignment Review and Generation screen is now seen. Notice that there are four options which apply to a "group."

The persons listed on your Supervision List comprise the "group" of people for whom you may schedule training. You may also print current schedules and ITR data for all persons in your "group," as well as add training requirements for one or more persons in your "group."

STEP 3:   **SELECT THE SCHEDULE GROUP TRAINING REQUIREMENTS OPTION.**
Enter 2 and then press ⌐RETURN⌐.

```
MGT838.002            Group Training Assignment                 4 Jan 89
1.5                   Select Type of Training to Assign


      1. AFS Task
      2. Ancillary
      3. Additional Duty
      4. Contingency
      5. PME
      6. Formal Training

      q. Quit This Menu


         Select Option:  2




11-3-4
```

The screen now provides the types of training requirements which can be scheduled for persons in the group.

The procedures in this section address only non AFS task training requirements, which correspond to Options 2 - 6.

STEP 4:   **SELECT THE TYPE OF TRAINING REQUIREMENT TO BE SCHEDULED.**
Enter the number corresponding to the type of training requirement to be scheduled and then press ⌐RETURN⌐. (Ancillary option is illustrated.)

```
MGT838.884        Individual Training Requirements        4 Jan 89
1.5                   Group Training Assignment           OVERWRITE


                    Course ID      AT8886













    Enter Course ID Number in format AT8888 where '8' is a numeric character


11-3-5
```

The screen you are now viewing requires that you identify the training requirement for which you are scheduling training.

In the AOTS, course IDs have been established for Ancillary and Additional Duty courses and task IDs have been established for Contingency tasks. Each ID meets a format standard, as defined within the OTR Editor. If the type of training being scheduled is Ancillary, Additional Duty or Contingency you must enter the appropriate Course ID, as defined below:

o   A course ID for an Ancillary course always begins with "AT," followed by four numbers (AT0001, AT0020, etc.).

o   A course ID for an Additional Duty course always begins with "AD," followed by four numbers (AD0013, AD0080, etc.)

o   An ID for a Contingency Task always begins with "CT," followed by four numbers (CT0001, CT0003, etc.).

The AOTS does not standardize course IDs for PME and Formal Training courses.

o   Each PME requirement is identified by a course title (e.g., NCO Leadership School).

o   An ID for a Formal Training course can be up to 15 characters and spaces (e.g., J4AJF75000-011).

STEP 5:   **ENTER THE COURSE ID FOR THE TRAINING REQUIREMENT YOU ARE SCHEDULING.** Enter the course ID (or title, if PME) and then press RETURN.

```
nCT838.89          Individual Training Requirements        4 Jan 89
1.5                     Airman Event Roster               OVERWRITE




   Roster Limit              18_










                    Enter the Roster Limit:

              Please input a value between : 1 and 75

11-3-6
```

A screen titled Airman Event Roster is now presented, as illustrated to the left.

It is at this point that you determine the maximum number of persons who can be scheduled for this training event. The number you specify depends upon such factors as the size and arrangement of available facilities, availability of needed tools and equipment to conduct the training; or a quota for the number of trainees may already be established.

When you specify a roster limit, the system will not permit you to select more persons than the limit you establish. (Your selection of persons for the group event occurs at the Step 7.)
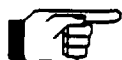
STEP 6: **ENTER THE MAXIMUM NUMBER OF PERSONS WHO CAN BE SCHEDULED FOR THIS TRAINING EVENT.** Enter the number (not to exceed 75) and then press ⊏RETURN⊐.

It is at this point that the system determines the persons who require this training. The AOTS reviews the ITR of each person listed on your Supervision List (this process takes only a few seconds). The screen changes in one of two ways:

o   If the course/contingency task you are scheduling is listed on a person's ITR, the system provides the SSAN, rank, and name of the person on the Group Selection Screen.

o   If the course/contingency task you are scheduling is not listed on any person's ITR within your group, the screen changes and provides the following prompt:

There are no airmen requiring this training event.
            Press <return> to continue...

When you press ⊏RETURN⊐ as prompted, the screen from which you select to schedule a group training requirement is presented.

- If you desire to schedule another group training event, repeat the procedures within this part, beginning at Step 3.

- If you do not desire to schedule another group training event, continue to Quit (enter Q or q and press ⌐RETURN⌐) each screen until you reach the AOTS Primary Access Menu. At that point you may quit the menu and log off the system or you may perform another AOTS function.

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```
MGT838.05B              Event Roster Candidates         4 Jan 89
1.5                     Group Selection Screen

        SSAN          RANK              NAME              PRIORITY

   1.  000000004    SSgt      Abrams, Mark A.             003
   2.  000000005    Sgt       Baker, Jane C.             003
   3.  000000001    SrA       Adams, Pat A.              003
   4.  000000002    SrA       Apple, John A.             003
   5.  000000006    MSgt      Bradberry, Allen X.        003
   6.  000000003    AMN       Acorn, Henrietta           004




Select trainees by (I)ndividuals, (R)equirement Priority, (Q)uit ? _

11-3-7
```

The screen illustrated to the left is the Group Selection Screen.

The screen identifies those persons requiring the course/task being scheduled. The screen also identifies the position of the course on each person's ITR (i.e., first course, second course, third course, etc.), under the column titled "Priority." Sometimes, only one person will be identified for the "group" event.

The Group Selection Screen may contain more persons than the limit you established for the event (Step 6). Therefore, you are required to select the persons, from those listed, for whom you wish to schedule the event. You may select the individuals in one of two ways:

o   If you want to select specific individuals, you will choose the "Individuals" option (see prompt at bottom of screen).

o   If you want the system to select the individuals based on the ranking of the course, you will choose the "Requirement Priority" option.

-    If the number of persons listed on the Group Selection Screen is equal to or less than the roster limit you established (Step 6), the system will select all persons for the event (this is the quickest way to select all persons).

-    If the number of persons listed on the Group Selection Screen is more than the roster limit you established, the system will select only the number of persons established by the roster limit. Based on the priority of the requirement for each individual (see right column on screen), the system selects those persons (up to the limit) having the highest priority.

--   For example, the system will first select those persons with a training priority of "001." If the number of persons selected is less than the roster limit, the system with then select those persons with a training priority of "002"; then "003," etc., until the maximum number of persons is selected.

Either way you select the individuals for the event, you are able to deselect any of the individuals.

STEP 7:   **SELECT THE OPTION CORRESPONDING TO THE WAY IN WHICH YOU DESIRE TO SELECT THE INDIVIDUALS FOR THE EVENT.** Enter I (or i) and press ⌷RETURN⌷ or enter R (or r) and then press ⌷RETURN⌷.

If you selected the (I)ndividuals option, you will need to complete the following procedures:

o   Select each Airman. Enter S (or s) and press ⌷RETURN⌷. Then, enter the number corresponding to the individual for which this training is to be scheduled and press ⌷RETURN⌷. An asterisk will be automatically placed to the left of the selected person's SSAN, designating that this individual is selected for the event. Repeat this process for each person, until all desired persons are selected. Remember, the system will not let you select more persons than the roster limit you established at Step 6.

o   If you need to delete the selection of an individual, choose the Delete Selection option (enter D or d and press ⌷RETURN⌷); then, enter the number corresponding to the person and press ⌷RETURN⌷. The asterisk will be removed from the left of the person's SSAN, designating that the individual is not selected for this event.

If you selected (R)equirement Priority, the following actions occur:

o   The system identifies each person selected, by placing an asterisk to the left of the person's SSAN. Remember, the system will not select more persons than the roster limit you established at Step 6.

o   If you want to select another individual, vice an individual selected by priority, you must delete the selection of one individual and then select another. To deselect an individual, choose the Delete Selection option (enter D or d and press ⌷RETURN⌷); then, enter the number corresponding to the person and press ⌷RETURN⌷. To select another individual, choose the Select Airman option (enter S or s and press ⌷RETURN⌷); then enter the number corresponding to the person and press ⌷RETURN⌷.

STEP 8:   **SELECT THE OPTIONS NECESSARY TO SPECIFY THE INDIVIDUALS FOR WHOM THE EVENT IS BEING SCHEDULED.** The options have been explained above.

Once the desired individuals have been selected, proceed to Step 9.
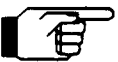
STEP 9:   **QUIT THE GROUP SELECTION SCREEN.** Enter Q (or q) and then press ⌷RETURN⌷.

```
MGT831.881            Training Event Assignment            4 Jan 89
1.5                   Ancillary Course Event 483
Course Identification: AT0086
    Generated by: 888888888    SSgt    Carpenter, Joe D.


 1. Start Date and Time: No Schedule
 2.   End Date and Time: No Schedule

    Number of Participants:  5

 3. Training Agency:
 4. Installation:



 5. Description:




Enter  (C)ancel Event Generation, (M)odify Event, (G)enerate Event,
  (D)isplay Participants ? _

11-3-8
```

The Event Notice screen is now presented, as illustrated to the left.

The following information is provided to identify the data contained on the notice and to explain the data for which you are responsible:

o   The Event ID is provided in the sub-title of the screen.

o   The Course ID is provided on the line following the sub-title.

o   The Start Date and Time and End Date and Time, in which the training event is to occur, are provided in Data Fields 1 and 2. You **must** enter these data when scheduling a group training event for training other than AFS task training.

o   The number of participants (trainees) for the event is identified after Data Field 2. This data is automatically provided and cannot be changed by a user.

o   The Training Agency is identified in Data Field 3. Normally, non AFS task training occurs outside of the job site, therefore, you will normally have to input training agency data for the event (e.g., 67TFW Disaster Preparedness Office).

o   The installation where the event will occur is identified in Data Field 4. If the training occurs at a location other than the trainee's normal installation, you must enter the installation data.

o   The description data, identified in Data Field 5, provides special information or instructions to the trainees (e.g., bring pen and pencil to take notes). You can input as much as two lines of remarks in this data field.

STEP 10:   **SELECT THE MODIFY EVENT OPTION.** Enter M (or m) and then press
                  ▭RETURN▭.

STEP 11:   **SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY.** Enter the number and press [RETURN]. Remember, you must modify Data Fields 1 and 2.

STEP 12:   **ENTER THE DATA AS INSTRUCTED BY THE PROMPT.** Enter the data and then press [RETURN].

STEP 13:   **REPEAT STEPS 11 AND 12 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.**

STEP 14:   **SELECT THE QUIT OPTION.** Enter Q (or q) and then press [RETURN].

STEP 15:   **SELECT THE GENERATE EVENT OPTION.** Enter G (or g) and then press [RETURN].

Generating the event causes Event Notices to be printed automatically to each trainee selected to participate in the training event. The printed notice contains the same data as the on-line event notice.

Generating the event also automatically updates ATR data.

o   The ITR of each trainee is updated to reflect the status of the training requirement. The status for the course/task will reflect "Scheduled."

o   The Training Schedule of each trainee is updated to reflect the scheduled training requirement.

```
ACTR30.001        Individual Training Requirements        4 Jan 89
1.5               Assignment Review and Generation


     1. Update or Schedule Individual Training Requirement
     2. Schedule Group Training Requirements
     3. Training Event Review or Update
     4. Add Personnel to Existing Event
     5. Print Training Requirements for Group
     6. Print Schedules for Group
     7. Add Group Training Requirements

     q. Quit This Menu


        Select Option: _




11-3-9
```

Once the event has been generated, the screen illustrated to the left is seen.

If you want to schedule another training event for a group of persons, repeat Steps 3 through 15.

If you do not want to schedule another training event for a group of persons, proceed to the last step.

LAST STEP

Continue to Quit (enter Q or q and press return) each screen until you reach the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system or you may perform another AOTS function.

PART B - MANAGE ECI/CDC TRAINING REQUIREMENTS

The AOTS enables you to input data which assists you in monitoring a person's enrollment, progress and completion of an ECI course or CDC.

o   Use of the AOTS to monitor the progress of individuals enrolled in an ECI course/CDC is optional. The data provided through this on-line capability is currently available when an AF Form 1096 is manually maintained.

o   Because this is an optional AOTS function, neither illustrations nor step-by-step instructions have been provided within this handbook. If you attempt to input CDC data and you have difficulty in accessing or updating data, call the AOTS hotline for assistance.

The following information is provided to explain the ECI/CDC data which can be input and monitored for an individual:

o   Each night the system performs an automatic process to generate notices to appropriate Training Managers which identify each person for whom a ECI course/CDC is required. When you receive an ECI/CDC enrollment notice, you **must** forward the notice to the Base OJT Office (to order the CDC material).

o   Once you forward an ECI/CDC notice, you may then update the person's ITR to reflect the date the course was requested.

o   Once the CDC materials are received, you may then update the date the person was enrolled in the course, the date the course materials were received and the estimated completion date.

o   For each CDC volume that applies to the course, you may input the date the person started the volume and the estimated completion date. You would update these data on a volume by volume basis, as the person progresses through the course.

o   Once the person completes a volume review exercise, you may input the completion date and the volume score. You would update these data on a volume by volume basis, as the person progresses through the course.

o   Once the person completes the course examination, you may update the date the exam was taken and the person's score.

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